

James E Nichols Memorial Library  
36 Main Street Center Harbor, NH  
August 22, 2016 @5pm  
Cary Mead Room

Present: Trustees Helen Heiner, Kevin Desmond, Sarah Heath, Karin Karagozian, Alternate Lynn Allen, Librarian Jon Kinnaman, Guest Center Harbor Energy Committee Representative Annette Nichols

Excused: Trustee Jo Morse, Alternates Jessie Foley, Shannon Whalen

Appointed: Lynn Allen as Secretary in Jo's absence.

**Meeting:** called to order at 5pm by President Helen.

**July 25, 2016 Minutes** were reviewed and approved as presented. Kevin m/Karin s.

**Discussion of Stack Lighting:** Tonight our meeting was held in the Cary Mead Room at the Center Harbor Town Office enabling Annette to show the presentation of the lighting on a big wall screen, much easier for all to follow along. She has sent a 10-page RFP Draft Proposal for Bids on the Elliptipar lighting to Helen and Sarah, who will forward it to the rest of us. Please respond back to Annette in August. Her Energy Committee Team would like to hear comments/questions from each of us before their September 1<sup>st</sup> meeting.

Above our 5 stacks under the dome, Richard Lilly has proposed 2 extending 18', 2 extending 15', and 1 extending 12'. The Energy Team thought the 3' overextension above 2 of the 15' stacks is unnecessary, an added cost, and a peculiar eye sore. Their suggestion is to consider the four 15' stacks be fitted with 15' lighting and the lone 12' stack be fitted with 12' lighting. To enhance the dome ceiling, 4 uplights will be installed, two on each side of the room.

The Energy Committee is recommending that we send out for bids. Annette said in fulfilling an obligation to advertise, often one receives "outsider" bids, giving more options. Usual timetable is 4-6 weeks. The Energy Committee unanimously endorses the Elliptipar model over the other two models: the Axis with the uplights and the Lumenera. The Elliptipar has more ceiling uniformity of light than the Axis by far, with a better even look, thus enhancing the domed ceiling. Annette said her Energy Team believes the Axis would leave the ceiling looking more like a dark cave. Also, the Elliptipar proposal includes a dimmer switch, and is the only model of the three with separate light switches. The Energy Committee has fully endorsed the Elliptipar model and will carry 60% of the cost out of their own budget (up to \$19,200) only if the Trustees decide on this model. The information totals we have currently from Charron, with extended lighting fixtures over 2 of our stacks, totals \$33,200 which includes installation. The Energy Committee has suggested we bid separately for the fixtures and for the installation. Annette and her Team will do an RFP for installation next.

These totals leave about \$14,000 for the Library to fund. Annette will check with New Hampshire Electric about availability of funding. The Trustees talked about writing a letter to ask local companies for help in funding this project; we will need time to raise money.

In recap here is what Annette sees:

- Go out for bid
- Lock in for 4 months
- Look for rebates in January (the job is new lighting not energy saving lighting)
- Energy Committee would like it done by Town Meeting 2017

**Treasurer's Report:** Sarah's report began with the current MVSB Statement and the Library Expenses paid in July, which she said were not over budget. Treasurer's report was accepted, Kevin m/Karin s. Then the discussion centered on how much funding the James E. Nichols Memorial Library could provide towards the payment of the lighting project. And how much would be available elsewhere. The MVSB contains just under \$14,000 with an expected September Trust deposit amount of \$5,000-\$7,000, the exact amount dictated by the market. And, Sarah says, the Library always seems to have a variable reimbursement payment due to the town each year in the spring in the amount of \$1,000 or thereabout. Kevin said he doesn't like spending down all the cash, just in case of emergencies.

**Librarian's Report:** Jon says attendance at Children's Hour seems to be lost to other summer activities; he will try another time and different day next summer, Children's Hour being something mothers always ask about. It's been a slow summer, although a good amount of borrowing is going on. Kim has been in Tuesdays and Saturdays and it all worked well this summer staffing the Library. MetroCast informed Jon that someone downloaded copyrighted material through the Library WIFI after hours. Jon consulted with tech support regarding prevention. Jon recently discovered purchases for the Library from Amazon.com were inadvertently charged to his personal credit card, and that he submitted them to the Treasurer for reimbursement.

**Old Business:** Sandy Pickel book still waiting. The current total of Gifts to the Library in memory of Jay Heiner is \$1,750. Sarah has been setting up for, and anticipating, the sale of our Catalog Drawers on EBay. Wait until after pollen to clean windows, and wait until after the lighting installation to refinish floor in front of the desk. No discussion on roof tiles. The Library received the Heating/Cooling rebate of \$930.

**New Business:** Sarah says the back door needs fixing; needs screen or Plexiglas on top section and exit door needs staining.

**Motion to move into Closed Session:** at 6:19pm, Keven m/Karin s.

**Motion to return to Regular Meeting:** at 7:30pm, Kevin m, Karin s.

**Motion to Adjourn:** at 7:31pm, next meeting September 26, 2016

**Submitted by:** Lynn Allen, Acting Secretary