

**Bancroft Public Library**  
**Board of Trustees – Minutes of the March 8, 2022 Regular Meeting**

Present were Ed Donoghue, Alesa Wilson, Kim Erbe, and Rebecca Brown. Rachael Armstrong was excused. Also present were Library Director Lori Stokem, Town Council Liaison Evera Sue Clary, and Friends of Bancroft Library Treasurer Wendy Hunter-Hayward.

**Minutes:** Alesa Wilson made a motion, Kim Erbe seconded, to approve the February 8, 2022 regular and February 24, 2022 special meeting minutes. All were in favor and the motion was carried.

**Public Comment:** None

**Correspondence:** None.

**Finance Officer's Report:** Vouchers from the Library Fund Nos. 17 through 23 and totaling \$20,889.90 were audited and ordered paid. Alesa Wilson made a motion, Kim Erbe seconded, to accept the Financial Statements as presented. All were in favor and the motion was carried. Treasurer Kathy Chambers requested a Budget Amendment to move grant money and savings into the operating budget in order to pay the latest invoice in the ADA Construction project. Consequently, Rebecca Brown made a motion, Alesa Wilson seconded, to adopt Resolution No. 3 of 2022 appropriating \$13185.15 from Deferred Revenue and \$5838.60 from Library savings, for a total of \$19,023.75, into Account Line L7410.4. All were in favor and the motion was carried.

**Library Director's Report:** See attached. Regarding this year's Overdrive contribution, Kim Erbe made a motion, Alesa Wilson seconded, to increase the contribution to \$500. All were in favor and the motion was carried.

**Committee Reports:** None.

**Old Business:** Regarding the 2019/2020 State Aid for Library Construction Grant (ADA Compliance), the doors have been installed and work on the automatic door openers completed. The final punch list will be completed this week with Matt and Porter from Waite Associates, relayed to the Contractor, and the final check issued when all is complete. Washington County Code Enforcement should be able to issue the CO at this point?

Regarding the 2020/21 State Aid for Library Construction Grant (Window replacement), two bids were received:

1. Raymond J. Richard of RJR Construction, a bid of \$32,930 (\$18,650 labor and \$14,280 materials)
2. Al Wilson of Al Wilson General Contracting LLC a bid of \$19,970 (\$8,760 labor and \$11,030 materials)

After review, Rebecca Brown made a motion, Kim Erbe seconded, to award the contract to the low bidder, Al Wilson General Contracting LLC. The motion was carried by a quorum of the Board members present; Alesa Wilson abstained from the vote. As there was quite a disparity in the cost of materials, Al Wilson was given 10 days to confirm window supplier price was accurate.

Regarding the 2021-2022 Challenge Grant for the door opener at the Bancroft Library entrance, final work has been completed; the invoice can be paid and the Grant closed.

**New Business:** Regarding placing a proposition on the School Budget Ballot this year, after discussion, Alesa Wilson made a motion, Kim Erbe seconded, to submit a proposition with an increase of \$9000.00, for a total of \$38,775 annually starting with the 2022-2023 School year. All were in favor and the motion was carried.

A special meeting was scheduled for Monday, March 21, 2022 at 6:30 PM for the purpose of reviewing the rental policy for the Community Room of Proudfit Hall in also reviewing the reopening policy before moving from Level 5 to Level 6.

The next regular meeting was set for Tuesday, April 12, 2022 at 6:30 PM.