

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of December 13, 2010

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Call to Order:

The meeting was called to order at 10.56 a.m. by Chairman Richard Matckie. The following board members were in attendance: Pauline Caron, Karen Goodman, Richard Matckie, Betsy McKinney, and Vicki Stachowske. Also in attendance: Barbara Ostertag-Holtkamp, Library Director; Sally Nelson, Assistant Director and Head of Circulation Services; Kathy Mague, Assistant Director and Head of Reference Services.

New Business:

- Roofing
Barbara Ostertag-Holtkamp informed the Board of a roofing leak problem in the front area of the building. Steve Cotton was notified and came over immediately. He called a roofing company to come and look at the roof. They came on Saturday, December 11 and attempted to fix the area in question, but it leaked again. The roofing company recommended replacing the roof. Barbara Ostertag-Holtkamp contacted Dave Caron, the Town Manager, to see if there is money available for this. He responded that he would have to wait until he received the amount of the bid. The roofers recommended covering the area with tarps for the time being. The roofers, John Daniels and Greg Cassidy of Cutting Edge Construction, were invited into the meeting to answer questions on the problem. Barbara Ostertag-Holtkamp asked how the tarping would be done. John Daniels responded that they would use as large tarps as possible and plan on covering the whole front area of roof on the south side of the building. The roof is in such bad condition that it is difficult to determine where the leak is originating. The sub-roof of OSB is still code, although the roofers recommend using plywood. The building code for shingle installation has changed since the roof was constructed thirteen years ago, with more nails needing to be used than in the past. Karen Goodman asked for an estimate on the cost of the tarps. Greg Cassidy responded that as each tarp is about \$200.00, and they anchor them using 2'x4' boards and strapping, the total cost would not exceed \$1500.00 as only the front section of roof is critical. They recommend not tarping the rest of the roof for now unless it starts leaking. Pauline Caron asked for details on a replacement roof. John Daniels responded that he suggests overlaying the existing OSB with plywood and adding 6'-9' of ice shield beneath the shingles, including all the roof valleys. The entire roof is about 140 square feet. John Daniels and Greg Cassidy left the meeting.

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The Board asked Barbara Ostertag-Holtkamp to contact Steve Cotton to proceed with tarping the front section of roof, in accordance with the roofers' recommendation.

- Maintenance of Library and Grounds
Barbara Ostertag-Holtkamp distributed a job description for an on-call maintenance technician. A discussion ensued on whether to hire someone for this position. Barbara Ostertag-Holtkamp reminded the Board that they were originally considering a pay rate of \$15.00-\$20.00 an hour.

A **motion** was made by Betsy McKinney to allow Barbara Ostertag-Holtkamp to hire an on-call maintenance technician for up to \$20.00 an hour. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

A **motion** was made at 11:35 a.m. by Pauline Caron to adjourn the meeting. The **motion was seconded** by Betsy McKinney. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara Ostertag-Holtkamp, Sally Nelson, Kathy Mague
Minutes Typed by: Sally Nelson Date: December 13, 2010

Respectfully submitted,

Sally Nelson, Assistant Director and Head of Circulation Services