

**Huntington Public Library
Board of Trustees
Minutes of August 11, 2009**

Present: Harvey Schugar, Liz Greenberg, Paula Kelley, Lorrie Richland, Heidi Racht

Discussion of use of building by HHCT: HHCT wishes to have a desk and a file cabinet put up in the balcony for their use. Harvey reported that he will contact the fire marshal about the use of the balcony for an office. The issues that were considered during the discussion were the fact that the balcony does not have handicapped access, and the concern that members of HHCT might bring their children or others with them to the balcony. The board agreed to the following: The HHCT would be welcome to put a desk and file cabinet in the balcony as long as this arrangement does not violate any fire codes, no extra keys would be given to the HHCT members, that the balcony would be available during regular library hours only, and that a \$10 per month rental fee would be charged. The discussion as to who the rental fee would be paid to was tabled until September's meeting.

Plans for Barbecue: The checklist for the barbecue was gone over and members of the board volunteered to do various jobs. The barbecue is scheduled for September 13.

Preparation for meeting with Select Board members during the September trustees meeting: The discussion at the upcoming meeting will include: a summary of the history of the building and the projects that turned the UMH into a community center and library; the various maintenance issues needed to continue to make the building safe and efficient; and the questions of community usage, monetary responsibility for upkeep, and the question of who receives rental income.

Discussion on the landscaping project by Aaron Early: It was decided that a honey locust tree would be chosen for Aaron's Eagle Scout project.

Discussion of separate checking account: Heidi will check with the Richmond Library.

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DATE

[Signature]
September 17, 2009

Maintenance/Repair/Restoration List for the Library

The Library tour on 6/19/2009 with Nat Grant and Dave Cousins generated the following list of work items.

1. Furnace plenum needs to be reversed or modified so filter replacement can be easily accomplished **(Harvey will attempt this)**.
2. PVC pipe installation so that the humidifier can be finally used **(plumber may be required)**.
3. Front doors need to be scraped, primed, and painted **(planned for fall 2009)**.
4. All doors in the basement should be re-hung so they open "out".
5. Install smoke detector for downstairs.
6. Contact D&M in Richmond to inspect/recharge the fire extinguishers (last done 6/08).
7. Install light switch cover box to discourage frequent turning ^{off} the ceiling fixtures on & off.
8. Install historically appropriate latches for the front door fabricated preferably by Jim Fectco, local blacksmith.
9. Improve front door latching for more secure and tighter closure.
10. Install an "Open this door First" sign on the inside front door.
11. Reseal the mahogany front porch deck.
12. Insulate front doors and seal cracks in the thin door panels **(tricky to do without compromising the historical quality of the doors)**.
13. Install better front door sweeps and gaskets.
14. Block the external furnace and water heater outside vents with wire mesh to keep out mice, birds, etc. **(done 7/09 Schugar)**
15. Continue to remove and/or trim vegetation around south side of building to reduce wood surface deterioration.
16. Paint basement windows.
17. Cut panels in the new bookcases to reveal electrical junction boxes that were accidentally covered up during bookcase installation.
18. Protect windows at balcony level by installing plexiglass barriers.
19. Remove flammable materials stored on balcony that violate the fire code according to Chief Tate.
20. Paint addition (after removing the dirt build up since the last topcoat).
21. Remove computer equipment from the basement. The lack of a second exit violates the fire code for anyone who must use the desk work area
22. Replace incandescent bulbs in attic above the metal ceiling with hi-efficiency bulbs **(some changed – Schugar)**
23. Scrape, prime, and topcoat the bell tower, north side, and old east sides of the Library **(bell tower & east side scheduled for 9/09)**
24. Replace the rotted wood and underlayment on the bell tower **(Done 8/09 Elliot Lothrop)**