

**MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES  
SPECIAL MEETING**

October 20, 2021

**Present:** Liz Bolton, Lorraine Petrini, Jen Phillips, Allison Friend-Gray

The meeting was called to order at 4:33 p.m.

**Policy Updating/Current Task:**

- Jen and Liz presented the estimate from Gutter Brothers to install gutters. Two estimates were provided, one for standard “open” gutters, the other for covered gutters. Given the extensive tree cover near the library and the costs associated with paying someone to come in and clean the gutters 2x a year, the covered gutters were recommended.
- Allison made a motion to move an additional \$1,500 from donations to operating expenses. This, in addition to the transfer authorized on 10/13/21 will be sufficient to cover the estimate provided. Lorraine seconded the motion; all voted in favor.
- Liz will contact Janet to cut the check for the deposit and Jen will contact Chris at Gutter Brothers to let him know we are moving forward.

**Library Director’s Report:**

- Liz noted that it is CIP submission time. There are three projects that are possible submissions:
  - The front door needs to be updated to be ADA-compliant. This could be as simple as installing a button that allows the door to open automatically, or it could involve purchasing and installing a new, wider door that can accommodate wheelchairs. Action item for Liz: She will investigate which option is necessary and get a quote if it falls under the parameters for a CIP.
  - The handicapped lift is still working but remains a concern, since the hydraulics have failed and been replaced (2018) and parts are no longer available. If it fails, the replacement needs to meet current codes, which would likely require a full replacement.
  - The parking lot reconfiguration, repaving, and lighting still needs bid estimates. This was originally noted as a CIP need in 2019, but estimates were not acquired last year due to the pandemic.
- Jen noted that bringing the front door into compliance has been mentioned by patrons and is a clear need, while the lift is still working and the lot reconfiguration will take significant time to gather all of the appropriate estimates, so priority is on getting estimates and making a determination if the door qualifies as a CIP.

Lorraine moved to adjourn, and the meeting ended at 4:52 p.m.

Next meeting: Wednesday, November 10 at 6:30 p.m.

Respectfully submitted,  
Jen Phillips