



FOR
50

STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
DIVISION of HISTORICAL RESOURCES
19 Pillsbury Street CONCORD, NEW HAMPSHIRE 03301

October 23, 2018

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

The Department of Natural and Cultural Resources, Division of Historical Resources, respectfully requests permission to award a Conservation License Plate (Moose Plate) Grant to the Town of Walpole (VC #177271) in the amount of \$10,000 for restoration of the Bridge Memorial Library's historic stack room effective upon Governor and Executive Council approval through September 30, 2020. **100% Agency Income**

Funding is available as follows:

	<u>FY 2019</u>
03-35-35-350010-34000000	
Office of the Commissioner	\$10,000
054-500527 Trust Fund Expenditures	

EXPLANATION

Pursuant to RSA 261:97-c, Conservation Number Plate Funds are used to promote the use and conservation of cultural resources in New Hampshire and to preserve the cultural heritage that belongs to all New Hampshire citizens by providing for the preservation of publicly-owned historic properties.

The Bridge Memorial Library in Walpole was built in the late 1880s and has continuously served the community since then. As the town undertakes the expansion of the library, a Moose Plate grant will help rehabilitate the existing stack room into a community meeting/reading room exposing historic woodwork and finishes that need repair and reinstallation of historic doors that were removed. The building was listed to the State Register of Historic Places in 2018.

The Attorney General's office has approved the grant agreement as to form, substance and execution.

Respectfully submitted,



Sarah L. Stewart
Commissioner

GRANT AGREEMENT Grant #MP-18-11

New Hampshire Division of Historical Resources

This agreement between the State of New Hampshire, Division of Historical Resources (hereinafter "DHR") and the Bridge Memorial Library/Town of Walpole (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. GRANT PERIOD: Pending G&C Approval - September 30, 2020 [2 years to complete]
2. OBLIGATION OF THE GRANTEE: The Grantee agrees to accept \$10,000 and apply it to the project(s) described in the grant application and approved budget referenced above. In the performance of this grant agreement the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.

As required by the Conservation License Plate Grant Program and the DHR, Grantee agrees to prominently place a DHR provided grant information sign on site or within the community throughout the project funded by this grant, and to acknowledge support of the DHR and the Conservation License Plate Program on any materials promoting the project.

The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant shall cease.

3. PAYMENT of 50% will be made following review by the NH Attorney General's Office and Governor and Council (as appropriate). Payment of the final 50% will be made upon receipt and approval of the final report documentation.
4. REPORTING: The Grantee agrees to submit a narrative report of progress to the DHR by April 1 and September 1 annually for the duration of the grant which summarizes progress on the project. The Grantee agrees to submit a final financial and project report in a format provided by the DHR, no more than 30 days after the end of the grant period.
5. SOVERIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

Sarah Stewart 10/29/18
Sarah L. Stewart, Commissioner Date

GRANTEE

Name FREDERICK V. ERNST
Address Walpole Town Library
47 Rutherford Street, PO Box 487
Walpole, NH 03608

DIVISION HISTORICAL RESOURCES

Elizabeth Muzzey 10/18/18
Elizabeth Muzzey, Director/SHPO Date

Approved as to form, substance and execution:
Paul DeLuca 11/1/18
Office of Attorney General Date

Authorized Signature Sarah E. Downing Date 10-11-18

The foregoing statement was acknowledged before me this 11th day of Oct. 2018.

Sarah E. Downing 10-11-18
Signature of Notary Public Commission Expires

SARAH E. DOWNING
Notary Public - New Hampshire
My Commission Expires August 3, 2021

CERTIFICATE FOR MUNICIPALITIES

I (insert name) Sandra J. Smith of (insert Municipality name), Walpole, do hereby certify to the following assertions:

- 1. I am a duly elected and acting Clerk/Secretary for the Municipality documented above, which is in the State of New Hampshire
2. I maintain and have custody of, and am familiar with, the minute books of the Municipality:
3. I am duly authorized to issue certificates with respect to the contents of such books:
4. The following are true, accurate and complete copies of the resolutions adopted during an official meeting of the Municipality. Said meeting was held in accordance with the laws and by-laws of the State, upon the following date (insert meeting date) 10/11/2018.

RESOLVED: That this municipality shall enter into a contract with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources providing for the performance by this Municipality of certain services as documented within the foregoing grant application, and that the official listed, (document the title of the official authorizing the grant, and document the name of the individual filling that position) Fred Ernst, Chair, Board of Trustees, Walpole Bridge Town Library, on behalf of this Municipality, is authorized and directed to enter into the said grant agreement with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Municipality in order to accomplish the same.

RESOLVED: That the signature of the above authorized party or parties of this Municipality, when affixed to any instrument of document described in, or contemplated by, these resolution, shall be conclusive evidence of the authority of said parties to bind this Municipality, thereby:

- 5. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof;
6. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated:

Municipality Mayor: Peggy L. Pschirrer, Selectboard Chair
Municipality Clerk: Sandra J. Smith
Municipality Treasurer: Thomas Goins

IN WITNESS WHEREOF: As the Clerk/Secretary of this municipality, I sign below upon this date (insert date of signing) October 11, 2018

Clerk/Secretary (signature): Sandra J. Smith
In the State and County of: (State and County names) NH, Cheshire

NOTARY STATEMENT: As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE OF: New Hampshire, County of: Cheshire

UPON THIS DATE (insert full date) 10/11/18, appeared before me (print full name of notary) Sarah E Downing, the undersigned officer personally appeared (Insert officers name) Sandra J. Smith who acknowledged him/herself to be (Insert the name of municipality) Walpole and that being authorized to do so, he/she executed the foregoing instrument for the purposes therein contained, by signing by him/herself in the name of the Municipality

In witness whereof I hereunto set my hand and official seal. (provide signature, seal and expiration of commission) Sarah E Downing

SARAH E. DOWNING
Notary Public - New Hampshire
My Commission Expires August 3, 2021

Encumber

CO 10 P. LV 03500
Vendor # 177271 Remit Inv #
PO # Ln# \$
AU 34000000 Acct 500580
Activity Acct Cat J
Signature EJD Downing Date 10/18/18

Notary seal for Sarah E. Downing, Notary Public - New Hampshire, Commission Expires August 3, 2021

Bridge Memorial Library Scope of Work

The grant money will be used to restore the original stack room (see attached photo) to be used as a reading and community room. The metal stacks currently occupying the room will be removed and replaced in another space, revealing original woodwork, details, and windows. Wooden bookshelves will be crafted in the original design to hold a small collection.

Wood floors will be refinished, as will windows, as needed. Two oak doors will be installed for privacy (see diagram).

The staff restroom will be removed and walls repaired and painted. An unused heat vent in the ceiling will be removed, insulation installed, and ceiling repaired and repainted.

The current modern lighting will be replaced with hanging fixtures to match those in the original reading room, as closely as possible.

Electrical outlets will be added to the room, as there are none at present.

List of Contractors

Barrett Bellows, Bellows Construction of Alstead, NH -AIA Architect; General Contractor;
Project Manager

E.E. Houghton, Inc., Walpole, NH - plumbing and heating/air conditioning

John Allen and Son Electric, Alstead, NH - electrical work

Blanchard Drywall, Sullivan, NH - drywall and plaster work

Wayne Louder Floors and Refinishing, Keene, NH- hardwood floor refinishing

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Clerk/Secretary (signature) Sandra J. Smith

In the State and County of: (State and County names) NH, Cheshire

NOTARY STATEMENT: As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE OF: New Hampshire, County of: Cheshire

UPON THIS DATE (insert full date) 10/11/18, appeared before me (print full name of notary)

Sarah E Downing, the undersigned officer personally appeared (Insert officers name) Sandra J. Smith who acknowledged him/herself to be (Insert the name of municipality) Walpole and that being authorized to do so, he/she executed the foregoing instrument for the purposes therein contained, by signing by him/herself in the name of the Municipality

In witness whereof I hereunto set my hand and official seal. (provide signature, seal and expiration of commission) Sarah E Downing

SARAH E. DOWNING
 Notary Public - New Hampshire
 My Commission Expires August 3, 2021

Encumber

CO	<u>10</u>	P. Lvl	<u>03500</u>
Vendor #	<u>177271</u>	Remit	Inv #
PO #		Ln#	\$
AU	<u>34000000</u>	Acct	<u>500 530</u>
Activity		Acct Cat	<u>J</u>
Signature	<u>[Signature]</u>	Date	<u>10/11/18</u>



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

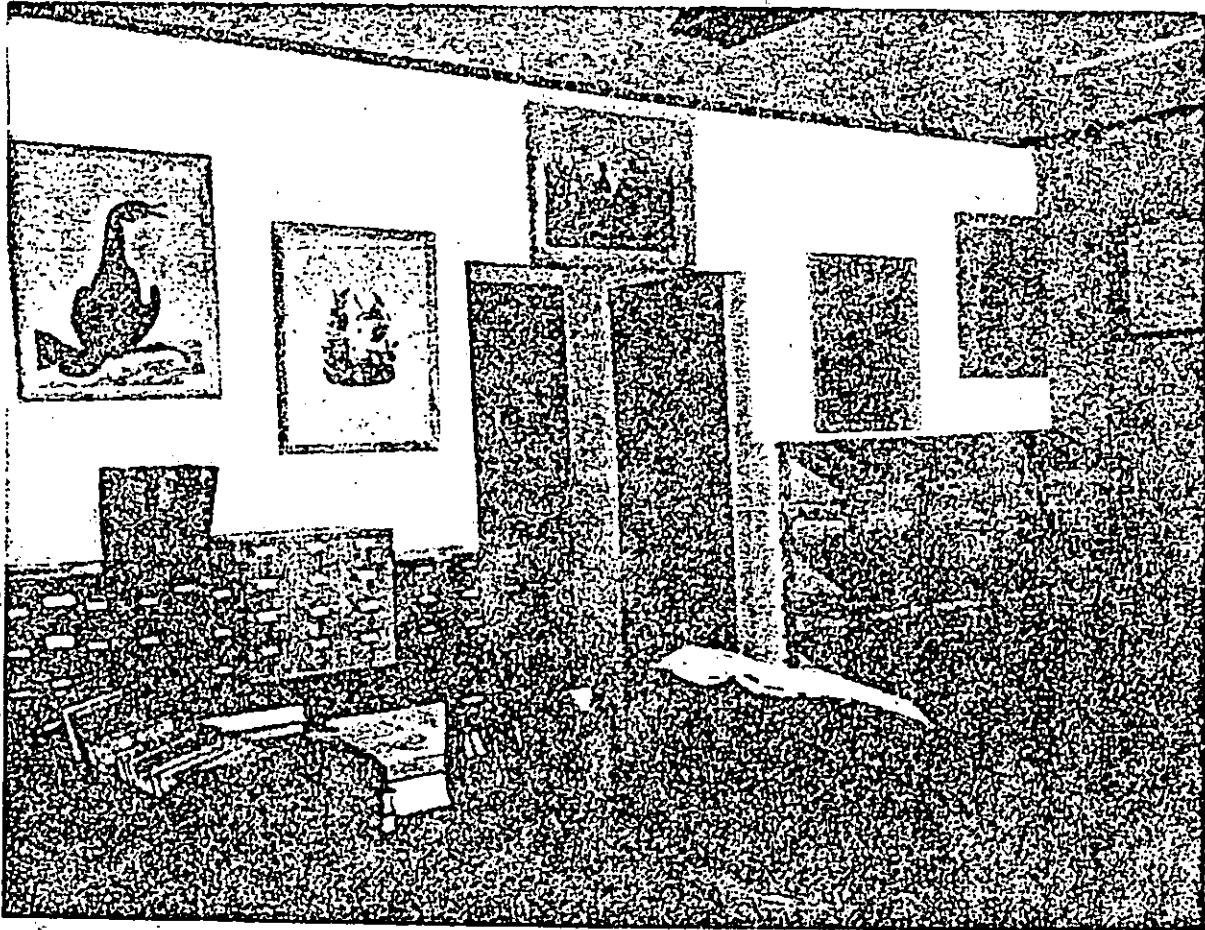
The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Town of Walpole 34 Elm Street PO Box 729 Walpole, NH 03608		Member Number: 316	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624		
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits: NH Statutory Limits May Apply, If Not:		
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	1/1/2018	1/1/2019	Each Occurrence	\$ 5,000,000	
			General Aggregate	\$ 5,000,000	
			Fire Damage (Any one fire)		
			Med Exp (Any one person)		
<input checked="" type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto	1/1/2018	1/1/2019	Combined Single Limit (Each Accident)	\$5,000,000	
			Aggregate	\$5,000,000	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2018	1/1/2019	<input checked="" type="checkbox"/> Statutory		
			Each Accident	\$2,000,000	
			Disease - Each Employee	\$2,000,000	
			Disease - Policy Limit		
<input checked="" type="checkbox"/> Property (Special Risk Includes Fire and Theft)	1/1/2018	1/1/2019	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000	
Description: Proof of Primex Member coverage only.					

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex ³ - NH Public Risk Management Exchange
State of New Hampshire, Dept of Natural & Cultural Resources 172 Pembroke Rd Concord, NH 03301			By: <i>Tammy Downer</i>
			Date: 10/5/2018 tdenver@nhprimex.org
			Please direct inquiries to: Primex ³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

Photo A



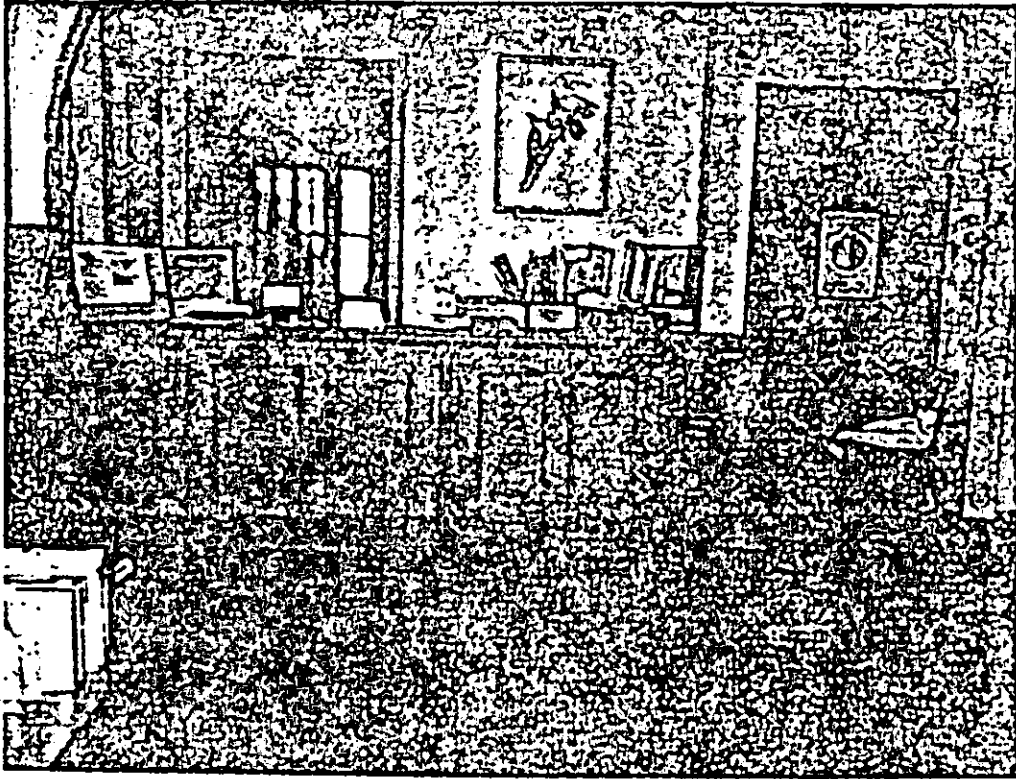
The only image of the original open stack room – from a badly photocopied page of a 1987 document.

The camera is pointed toward the southwest corner of the library – the circulation desk and reading room are behind the long wall. Patrons could pass between the rooms through the opening at center. The barely visible window at upper right looks out on the covered porch.

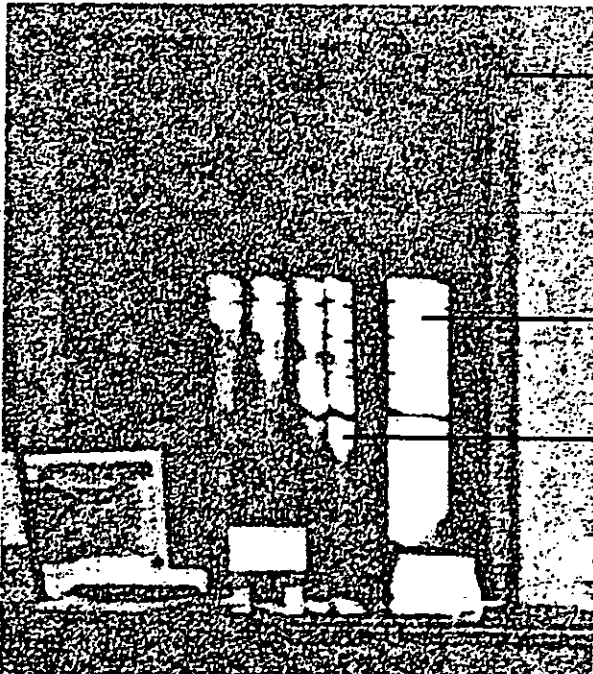
From this view it appears that this roughly one-third of the room was open, devoted to card catalogues, a magazine rack, a rack of books, and what appears to be a large, open book – perhaps a dictionary on a stand. The poor quality of the photocopy makes it impossible to determine if there is any other furniture here.

The detail from Photo B suggests that the rest of the room held the taller stacks. One set of four is suggested (they would have formed the left side of a central aisle running from the opening to the circulation desk to the central window in the library's north wall. Documents suggest that there were 8 free-standing stacks in the original room; with this visual evidence, that would mean four on each side of the central aisle.

Photo B



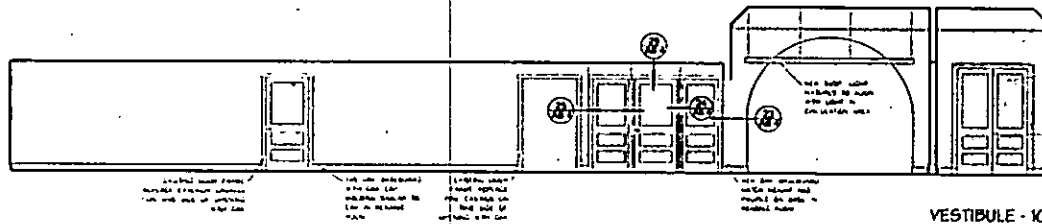
View from reading room toward stack room, enlarged below...



Door frame to stack room

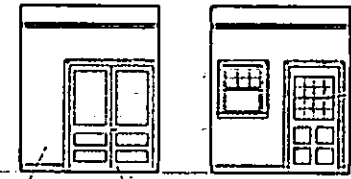
Window corner on far wall

Reflections off 4 bookcases



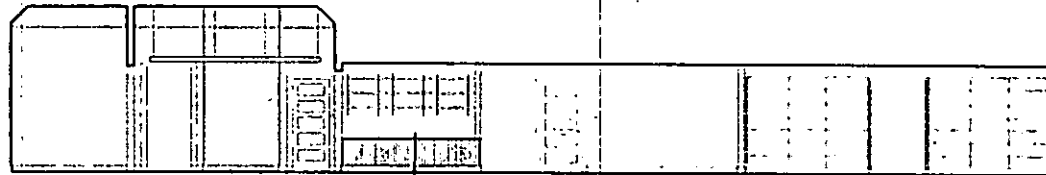
① CIRCULATION - 104

VESTIBULE - 101



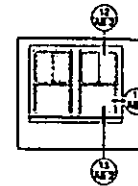
② VESTIBULE - 101

③ VESTIBULE - 101

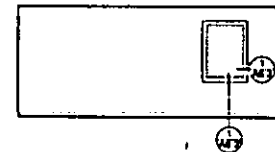


④ CIRCULATION - 104

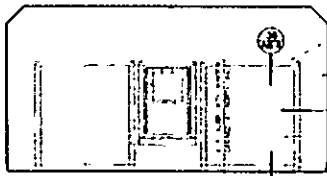
STACKS - 111



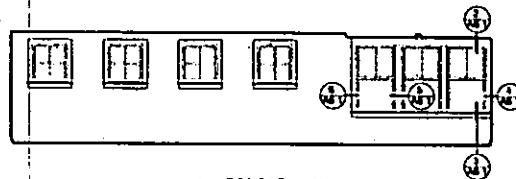
⑤ DIRECTORS OFFICE - 105



⑥ DIRECTORS OFFICE - 105



⑦ STACKS - 111



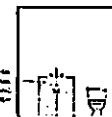
⑧ STACKS - 111



⑨ BATHROOM - 09

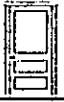


⑩ BATHROOM - 09



⑪ BATHROOM - 09

DOOR TYPES



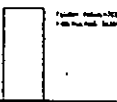
DOOR TO BE INSTALLED WITH 2" SOLID WOOD TRANSOM ABOVE DOOR AND KICK PLATE AT BOTTOM. FINISH TO MATCH DOOR. DOOR TO BE INSTALLED WITH 2" SOLID WOOD TRANSOM ABOVE DOOR AND KICK PLATE AT BOTTOM. FINISH TO MATCH DOOR.

TYPE 'A'



DOOR TO BE INSTALLED WITH 2" SOLID WOOD TRANSOM ABOVE DOOR AND KICK PLATE AT BOTTOM. FINISH TO MATCH DOOR. DOOR TO BE INSTALLED WITH 2" SOLID WOOD TRANSOM ABOVE DOOR AND KICK PLATE AT BOTTOM. FINISH TO MATCH DOOR.

TYPE 'B'



TYPE 'C'

DOOR HARDWARE SCHEDULE

- #111 3" DIA. BRASS KNOB
- #112 2 1/2" DIA. BRASS KNOB
- #113 2" DIA. BRASS KNOB
- #114 1 1/2" DIA. BRASS KNOB
- #115 1" DIA. BRASS KNOB
- #116 3/4" DIA. BRASS KNOB
- #117 1/2" DIA. BRASS KNOB
- #118 3/4" DIA. BRASS KNOB
- #119 1" DIA. BRASS KNOB
- #120 1 1/2" DIA. BRASS KNOB
- #121 2" DIA. BRASS KNOB
- #122 2 1/2" DIA. BRASS KNOB
- #123 3" DIA. BRASS KNOB
- #124 3 1/2" DIA. BRASS KNOB
- #125 4" DIA. BRASS KNOB

DOOR HARDWARE NOTES

Notes regarding door hardware specifications, including material requirements (brass), finish, and installation instructions. Notes specify that hardware should be installed in accordance with manufacturer's instructions and that the door should be tested for proper operation.

TYPE	SYMBOL	FINISH	LOC. OR ROOM	NO.	QTY	UNIT	DATE	REVISION
BASEMENT								
B1	DOOR	WOOD	PLUMBING ROOM	1	1	DOOR		
FIRST FLOOR								
F1	DOOR	WOOD	REAR PORCH	1	1	DOOR		
F2	DOOR	WOOD	HALL	2	2	DOOR		
F3	DOOR	WOOD	OFFICE	3	3	DOOR		
F4	DOOR	WOOD	CONFERENCE ROOM	1	1	DOOR		
F5	DOOR	WOOD	RESTROOM	2	2	DOOR		
F6	DOOR	WOOD	STORAGE	1	1	DOOR		
F7	DOOR	WOOD	MEETING ROOM	1	1	DOOR		
F8	DOOR	WOOD	RECEPTION	1	1	DOOR		
F9	DOOR	WOOD	LIBRARY	2	2	DOOR		
F10	DOOR	WOOD	STAIRS	2	2	DOOR		

SYMBOL	DESCRIPTION	UNIT	QTY	DATE	REVISION
F101	CEILING	WOOD	100	10/15/2023	
F102	WALL	PLASTER	500	10/15/2023	
F103	FLOOR	CARPET	200	10/15/2023	
F104	PAINT	INTERIOR	100	10/15/2023	
F105	GLASS	INSULATED	50	10/15/2023	
F106	ROOFING	SHINGLES	100	10/15/2023	
F107	MECHANICAL	DUCTWORK	50	10/15/2023	
F108	ELECTRICAL	WIRING	100	10/15/2023	
F109	PLUMBING	PIPING	50	10/15/2023	
F110	LANDSCAPE	PLANTING	100	10/15/2023	

Notes regarding finish schedule, including material specifications and installation requirements. Notes specify that finishes should be installed in accordance with manufacturer's instructions and that the work should be inspected for quality.

The Meeting commenced at 4:30 p.m. at the Branch. **Present were:** Carole Cramer, Gail Lahaise, Bert Nelson, Jean Kobeski Fred Ernst, Jeanne Ramey, Amy Howard, Kate Nerrie, Peggy Pschirrer, Justine Rogers, Rose Werden, Shirley Capron.

Bert, of the Personnel Committee, distributed Justine's evaluation report that was discussed. Gail moved, Jeanne seconded, all approved it (9-0). Following, Bert was commended for all of her good work re before her departing early from the Meeting.

- Favorable comments were had for the framed picture of the Hubbards that was displayed.
- Also, for Jan Kobeski's colorful posters announcing the "Formal Tea" slated for November 11 for posting in the Branch, and in the Rockingham Free Public Library in Bellows Falls. A statement added to the posters was the required \$10 Entrance Admission Fee for Children.

Board Minutes: Gail moved, Carol seconded, all approved (9-0) Shirley's distributed September Minutes with one correction.

Treasurer's Report: Bert moved, Carol seconded, all approved (9-0) Kate's distributed Reports (regular Library monthly and Expansion Fund) for September commenting that all, budget-wise, looks good. Adding, that John Hubbard is contributing his donations in three parts, for three years.

Bills: All approved (9-0), Justine's distributed report for October bills. Rose gave Kate the Branch's invoice for books purchased. Jean's statement was given for Jan's posters.

Old Business: Strategic Plan: Fred solicited comments, additions, etc. for his "Bridge Walpole Town Library 2016 Plan" that included Goals and Strategies, and a sketch of the proposed Ken Burns Display. After discussion re, it was decided to defer editing the Plan until the next meeting. Carol offered to assist with the draft of it in the meantime.

New Business: Expansion Committee

Furnishings: Carol, Amy and Jeanne decided they needed a "hands-on" trip to local furniture stores. They are considering the "Pottery Barn." Carol said we have to make sure Linda Carroll's discount can be used.

- Justine said Pampanoosuc furniture can be modified for the Children's Room. She will obtain table sizes, etc.

- Reference was made to furniture for the Community Room: Besides using what is already had, an additional couple of chairs plus two tables are needed. Taylor Furniture was mentioned. Kate asked if there was a list of furniture needed including what we already have, and it was said a list was made.

- Jeanne inquired about the needed change of lighting for the Community Room and learned finally that it will be obtained.

- Fred said that Dennis and Chris from Bensonwood reported that they are "All on Board" with our needs and will let us know by the end of this year.

Fund Raising: Jean said the application for the Moose Plate Grant was received and Peg, Selectboard representative, helped review it. Gail moved that we accept the \$10,000 awarded from Moose Plate Grant, Kate seconded, all approved (9-0). Jean said further that two up-dates need to be provided -- that everything we do has to correspond with the Secretary of the Interior's Standards of Rehabilitation. (Barry and Dan are familiar with this requirement).

Additionally, that a Moose Plate sign has to be placed outside of the Library during construction. Jean explained the procedures required by the grant agreement. Peg included all the business that the Town is required to report: Signatures and dates, and that the town has applied to be a vendor in New Hampshire. Gail moved, Amy seconded, all approved (9-0) that Fred will be our official Grantee. There will be simultaneous signing with a Notary.

- Jeanne asked if a list for a second letter exists. Gail said it will be talked about at the upcoming Thurs. meeting.
- Gail said tickets for the Formal Tea to take place Sun., Nov. 11 at 3:00 p.m. are on sale at the Library and that workers for it are needed. Jean and Kate offered to help work.

Library Reports: Walpole. Justine distributed her monthly report saying that numbers are up.

- Noise from the Children's Room was discussed.
- There is a new group of homeschooling families meeting at both Walpole and Keene Libraries with book discussions. Justine is getting books for them.
- A Random House rep came to an Overdrive Meeting. Resulting, Justine said there will be a move to a model of leasing -- that it will greatly affect the Book budget, and that we will have to think about how it will affect the 2020 Tech budget.
- Gail moved, Kate seconded, all approved (9-0) that the new Subs be paid \$11 an hour.
- In discussion about the "Moms Rising" group requesting to meet in the Library, Justine read the Library policy for meetings of outside groups there. Kate moved, Gail seconded, all approved (9-0) the "Moms Rising" group meeting in the Library.
- Favorable comments were made about the new Custodian, Brad Neale, for the Town Hall and for both Libraries.
- Justine said the old toilet purchased in 1957 was replaced with a new one.
- Kate asked Justine to do their budget together.

Branch: Rose said that numbers are down currently, probably because of the present health problems with the usual heavy borrowers. In July as is usual Rose gave the Branch's total Circ No.s. Re., Fred asked if she could give the Circ No.s up to Oct. at the next Board meeting.

Technology: All is well.

Investments: Kate offered to present the Library Board with a quarterly report.

Friends: The Book Sale will be the end of Oct. and the mailing re was done. The ROTC group is moving the sorted books to be sold for the Friends.

Personnel: Jean said we should revisit some of our policies. It was recommended that one policy a month be reviewed. Jean is to let Fred know what one to discuss at the next Library Board meeting.

The meeting ended about 5:45 p.m. with Fred thanking Rose for entertaining the Board, and thanking Board members for their involvement.

Faithfully submitted,

Shirley Capron, Secy.