

Talcott Free Library Board Meeting
October 2, 2017
7:00pm

Mission Statement: The Talcott Free Library District provides current materials in a variety of formats and preserves local history, supports educational endeavors, and supplies community information.

Present: Bailor, Burke, Garlow, Gove, Kovanda, Ragaller,

Absent: Zimmerman

Visitors: John Piemonte of Ehlers Inc.

Meeting called to order at 7:00pm

Public Comment: None

Visitor: Municipal Advisor John Piemonte of Ehlers Inc presented on funding options for the building addition and renovation.

Secretary's Report: Garlow moved to approve, Baines second. Approved

Treasurer's Report: Bailor moved to approve, Baines second. Approved

First National Bank and Trust Company brought forth a Banking Service Agreement to keep a balance of \$50,00 to offset fees. The Banking Service Agreement is for one year ending September 30, 2018. Bailor moved to approve the agreement with First National Bank and Trust Company, Garlow second. Approved.

Librarians Report: Ragallar moved to approve, Baines second. Approved

Auditors will be in the building October 23-27. Library is on a Cash Basis Accounting currently, however Comptroller Office is stating that the library must be GAAP compliant. However, small municipalities are fighting the GAAP compliant across the state since the Cash Basis Accounting is more beneficial for smaller offices. The audit completed this year follows the Cash Basis Accounting, but will adjust in the future if needed.

Friday October 13 from 2:30pm- 4:00pm a flu shot clinic will be held at the library.

New employee has started and has taken on the new responsibilities quickly and efficiently.

Buildings and Ground Report:

Carpets will be cleaned on October 14, 2017. This is done on a yearly basis.

Construction starting October 4, 2017 will move to the opposite side of the road, however traffic will remain the same. Part of the sidewalk should be poured out this week, then the rest of the sidewalk the following week. When the second part is completed, people will need to access the building from the back entrance.

Website will be officially launched on 10/3/17. There are new resources available on the website including resources for people looking to complete obtain their CDL.

The HVAC system is broken and in need of repair. The filters were being changed when it was noticed the belts were in need of replacing. When replacing the belts, the crack on the heat exchanger was discovered. The heat exchanger has since been shut down.

- a. Received quotes from two different companies, Commercial Mechanical Service and Accu Aire Comfort Systems.
- b. HVAC also has hail damage. Once we determine who will be replacing the HVAC system, the contractor can write up a letter and this can be submitted to insurance.

Garlow moved to approve, Baines second. Approved

Old Business: No comment

New Business: No comment

Meeting adjourned at 8:29pm, moved by Garlow, Burked second. Approved.

Next Talcott Free Library Board meeting will be on 11/6/17 at 7:00pm

Respectfully,

Emily Buke
Secretary