

**CVW Long Lake Public Library**

**BOARD MINUTES – SPECIAL MEETING**

**Monday, September 30, 2013 10:00 am**

**APROVED  
OCTOBER 15, 2013**

**ROLL:**

President, Lorrie Hosley	Present
Vice President, Ed Koch	Present
Vice President of Finance, Adele Williams	Present
Secretary, Jules Comeau	Present
Trustee, Marty Friedman	Present

Emily Farr, Library Director  
Sue Kunzmann, Clerk

Pat Blodgett  
Doug Blodgett  
Donna McBride

President Lorrie Hosley called the meeting to order at 10:00 am

**AGENDA AND MINUTES:**

**Approved:** On Motion by Adele, seconded by Ed, with all in favor of adopting the **Agenda** for the September 30, 2013 meeting

**TEST RESULTS:**

Ed reported that Rockwood Air and Water collected three air samples (Emily's office, Workroom and Main library room) and two patch tests (Basement and Emily's office). The samples were sent to a lab and the results showed 2 or 3 different types of mold. All were in the basement and none were out of the ordinary.  
Emily will fax the report to the lawyer.

**STATUS OF LIBRARY:**

Town employees cleaned then sprayed a clorox solution in the basement of the Masonic Hall building on September 13 – 14, 2013. The building was then aired.  
There is still a smell evident when the building is entered. The source of the smell has not been determined.

Ed and Marty would like to clean the registers and ducts with the town vacuum, open the windows and circulate air through the filtration system in the furnace. They also believe that the trap door in Emily's office should be sealed with duct tape.

Lorrie feels that the library should hire a professional to clean the ducts, and that an air purifier be purchased.

Adele would also prefer that an experienced professional be hired to provide an unbiased opinion and a written report. She also reiterated that the finance committee should be advised whenever quotes are obtained.

Ed said that he has no problem spending the money to satisfy the public and to give everyone peace of mind that the building is safe.

Emily received a quote from TAG Mechanical Systems, Inc. Ed will contact TAG to ask exactly what would be done and at what cost.

The purchase of an air purifier was then discussed. Ed said that the library is 3000 cubic feet. Marty will investigate.

**Approved:** On Motion by Marty, seconded by Ed, with all in favor of the following:

1. Ed will contact several companies that clean ducts
  - A. Ask if the company will pre-inspect
  - B. Obtain estimate for the job
  - C. Obtain specific information on what would be done
2. Ed and Marty will use Marty's shop vac to clean all the floor vents
3. Ed and Marty will seal the trap door in Emily's office
4. Ed and Marty will inspect the Town's vac machine
5. If the Town's vac machine is OK, Ed and Marty will use it to clean the ducts
6. Marty will purchase an air purifier with a HEPA filter and extra filters
7. Marty will purchase 3M Filtrete furnace filters
8. Emily will set up the furnace cleaning and servicing with Jim Dillon

**Approved:** On motion by Jules, seconded by Adele, with all in favor of **opening the library** for regular hours starting Tuesday, October 1, 2013

Lorrie will sign a letter from the Board to Emily confirming the library opening.

#### **Ed and Marty's Meeting with Clark Seaman, September 27, 2013**

Ed and Marty met with Supervisor Clark Seaman to discuss snow removal, bilco door and parking lot issues.

#### **Snow Removal**

Clark will talk to Chip Farr about using the Town skid steer for snow removal. The location of the septic and leach field will have to be determined before use of the skid steer due to the weight of the equipment.

Lay will shovel the ramp and around the rear door.

Clark will contact the roofer about diverters that do not penetrate the roof.

Clark will talk to Chad Baker about sealing the gap at the top of the bilco door.

Clark will have Chip cold patch the parking lot and investigate the entrance to the parking lot.

#### **Tabled: Lease with Town**

#### **Public Expression**

Donna McBride thought that the vents do not need to be cleaned professionally. She also requested use of organic cleaning products. She will obtain the name of the product to use in the basement to eliminate musty smells.

**Adjournment:** On motion by Ed, seconded by Adele, with all in favor, the Board adjourned at 11:45 am

**Next Meeting: Tuesday, October 15, 2013 at 7:00 pm**