

**Baker Free Library Monthly Trustees' Meeting  
Thursday June 7, 2018 at 5:15 pm in the Welch Meeting Room**

**APPROVED MINUTES**

**PRESENT:** Christine Carey (CC), David Withers (DW), Benette Pizzementi (BP), Marc Van De Water (MV), Jennifer Warburton (JW), and Lori Fisher (LF).

**Call Meeting to Order:** 5:15 by CC

1. **Review of Vendor Quotes::** LF reviewed the history of the roofing issues and a timeline, as well as the response from the prior roofing contractor who had installed the roof in 2013. The contractor's reply blamed the roofing issues on inadequate drainage, and provided a \$1,400 quote to apply rubber roofing cement to the roof seams (an annual expense going forward) and to snake the drains. LF then reviewed other vendor quotes for roof repair/replacement of \$19,750 to install a new roof membrane, and \$45,000 from the second contractor to replace the entire roof and retrofit the drains. LF explained the two roofing contractors were of the opinion that the original contractor did not use the correct roofing material (torch-down modified bitumen) for the flat portion of the roof in 2013, and that the roof should be replaced with a new membrane, with fewer seams. LF is in favor of replacing the roof. MV asked if the two contractor would put their opinions in writing and serve as experts in the event it is necessary to take action against the original contractor who guaranteed the materials "to be as specified, and the work to be performed in accordance with those specifications and completed in a most professional manner...", and gave a lifetime warranty on workmanship in addition to the manufacturer's lifetime warranty on materials. LF stated she will reached out to the two contractors. MV also suggested LF see if we could get an additional quote from Master Roofers, and LF agreed to reach out to them.

LF next reviewed the issues with the roof drains in the four corners of the roof and the associated cast iron piping, as well as the options and quotes to either partially or fully replace the drains. The quotes were for from \$6,952 partial/\$11,653 full, \$15,375 and \$28,400. CC and DW asked if LF could have the walls drainage pipes tested to see if they leak, and LF stated she would inquire of the contractors. LF explained a full replacement would involve having to get into the walls, and felt that was not advisable given the drains in the walls do not appear to be leaking.

Lastly, LF reviewed the issues with the building trim, the repairs to date, and the estimates for repair/replacement, which came in at \$7,200 for an earlier 2017 quote (which quote LF is attempting to confirm), \$1,000 for molding plus installation, and \$45,172.

LF explained that given the retirement of the prior children's librarian, we have funds available in the current budget to dedicate towards these repairs, and can afford same, if necessary from these funds and the Emergency Fund, but that the Trustees would need to vote to encumber the funds before the end of the month.

After review of all the quotes which appear to total in the neighborhood of \$34,000 to \$35,000, and discussion of the issues, upon Motion made by MV, and seconded by BP, it was unanimously voted to: Encumber up to \$34,000 of the funds available in the current budget, and if necessary use the emergency fund, to make the necessary repairs and replacements to the roof, drains and trim. The Trustees agreed to put off picking the actual contractors for the repairs/replacements until the next meeting, when LF would be in a position to update the contractor responses and quotes.

2. **Monies from the Board of Selectmen:** LF discussed the option of seeking up to \$10,000.00 funds from the Board of Selectmen, and explained the Board would require we first exhaust all funds available. Given the one time funds freed by Jen's retirement, and the funds in the Emergency Fund, LF explained, and the Trustees unanimously agreed, it would unnecessary to seek funds for the roof, drain and trim repairs from the Board of Selectmen.
3. **Public Comment:** No public was in attendance.
4. **Adjourn:** The meeting was adjourned by CC at 6:00 PM.

Respectfully submitted,

Marc Van De Water, Secretary