

**Pillsbury Free Library Building Committee**  
**December 10, 2013, 9:30 am**

Attending: Lynn Perkins, Tina Schirmer, Library Director Nancy Ladd (note-taker)

Meeting began at 9:40 AM

**1. Review of Letter of Agreement with Preservation Alliance**

The Agreement relating to the Building Condition Assessment grant administered by the Preservation Alliance was reviewed. It contains a list of specific elements that they want included, all of which relate to our particular building as described in the application. They also request to be invited to be present during the site visit, and want a draft report before the final report is submitted for approval.

Tina will call the Alliance to clarify whether any Town Representative other than the Board of Trustees needs to sign as the signature line says Pillsbury Free Library Trustees, Town of Warner representative. This may be just identifying the Town in which the library is located.

The amount approved equaled 50% of the amount in the proposal from SMP Architects, \$3250, which will be matched by the Library's 50% share that is in the 2014 proposed capital budget.

**2. Review of architects' proposals for the building assessment and report**

Correspondence and proposals from various firms was received, ranging from \$6000 to \$12,000, with three in the \$6000-\$6500 range and one estimate by phone at \$8000. It was voted to affirm the proposal from SMP Architecture for \$6500. A factor in their favor was that the firm includes a local resident who is familiar with the library and has already done a site visit to discuss issues, and who will presumably be especially interested in the assessment results.

Tina will check with them about the terms of payment, to ensure that no payment will be expected until the Alliance approves the results and releases funds to the Library. She will also contact Board Chair Jeanne to sign both documents.

A copy of the letter of agreement with the Alliance will also be sent to SMP Architecture, by Nancy.

**3. Other**

Nancy thanked Lynn for his work on the building and reminded him to claim for cash expenses, and submit an estimate of volunteer hours spent on window work, for use in a future grant application.

Lynn and Tina commended Library Director Nancy Ladd for finding the funding, and her persistence in securing the grant, which all agreed is a valuable step in planning for the care of the building as well as securing future funds for its preservation. Tina was also thanked for her assistance.

**4. Meeting adjourned at 10:30 am.**