

**PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
April 16, 20143**

The Plaistow Library Board of Trustees held a brief special meeting at the Plaistow Library on April 16, 2014. The purpose of the meeting was to discuss and vote on the HVAC system report from Advantage Engineering (“AE”).

**Present:** Catherine Willis, Chair  
Jane Query  
Jennifer Kiarsis  
Michelle Sykes, Alternate Trustee

**Not Present:** James Peck, Treasurer  
Luann Blair

**Others Present:** Cab Vinton, Library Director

**Call to Order**

The special meeting of the Board was called to order at 10:45 a.m. by Chair, Catherine Willis.

The Board was reminded by Jane Query that the Cooperative Meeting will be on May 13, 2014 at 7:00 p.m., and that she will not be able to attend. Jennifer Kiarsis offered to be the Board’s representative at the meeting.

In addition, the Chair reminded the Board that the Annual Trustee Workshops sponsored by the New Hampshire Trustee Association will be on May 19<sup>th</sup>. Cab mentioned that he will be going. Jennifer Kiarsis tentatively may attend.

**New Business**

The HVAC report recommendations regarding options associated with the retro-commissioning services were re-stated by Cab and he asked that the Board vote on them separately.

**Option A: Investigate opportunities for utility company financial incentives for energy efficiency improvements. Provide preliminary descriptions of promising opportunities. This option is priced at \$1100.00.**

Cab is of the opinion that this option will pay for itself in a short period of time. The savings to the library working on AE’s recommendation with Unifit could be substantial; i.e. replacing lighting, internal and external, and additional energy savings with other equipment.

Motion to expend \$1100 on Option A, as stated above, was made by Catherine Willis; seconded by Jane Query. Motion carried: Ayes 4; Opposed 0; Abstentions 0.

**Option B: Develop Request for Proposal for Mechanical Contractor and Building Automation Contractor pricing of HVAC system enhancements. This option is priced at \$850.**

This option was strongly recommended by Cab. Preparing and evaluating RFP’s would be impossible for the Board and/or Library Director to accomplish because of the intricacies of the HVAC system, and the ability to hire the proper contractors necessary to accomplish the work needed to be done. AE is now well-versed with the Library system and understands what will be needed to make it more energy efficient and reliable. AE is also familiar with the mechanical and building automation contractors in New Hampshire, as well as other New England states.

Motion to expend \$850 on Option B, as stated above was made by Catherine Willis; seconded by Jane Query. Motion carried: Ayes 4; Opposed 0; Abstentions 0.

**Other Business:**

There was further discussion regarding our current contractor and its follow through as far as quarterly maintenance and other issues, specifically the air conditioning issue. Because there was a problem at the end of the season last year, we are unsure if the issue was in fact resolved, or if it will be before the air conditioning season begins this year. Another subject for AE: will they be testing the AC for any problems. It was agreed that probably not.

Life expectancy of the present system was also discussed. It was suggested that this be addressed in any RFP; that there be an inventory list and a life cycle recommendation. Also, as part of the RFP it was mentioned that an energy efficiency guarantee be included as part of the vendor presentation. It is difficult to determine, but a ballpark range could certainly be a part of vendor response.

Whole Building surge protection was also discussed relative to the air conditioning in the building. Cathy Willis reported that when lightning struck nearby the Library, the air conditioning would quit and would require Pro Controls to “reboot” the system. Cab will ask Ken Ray to check the electrical panel to see if the building surge protection unit is installed. If not, then the Library should certainly have this type of protection.

The Children’s Librarian will be starting on May 5<sup>th</sup>.

**Adjournment**

The next regularly scheduled meeting of the Trustees will be on May 13, 2014

Motion to adjourn was made by Catherine Willis at 11:20 am. Motion carried: Ayes 4; Opposed 0; Abstentions 0 .

Respectfully submitted,

Jennifer Kiarsis