

Library Board of Trustees' Meeting Minutes  
November 17, 2022 7:00 PM

Chair Bev Bjorklund called meeting to order at 7:04 pm

Present: Susan Johanson, Susi Churchill, Jim Harrison, Jim McGraw, Bev Bjorklund, Tim Eliassen (via Zoom, off site w/Covid), Nancy Berger  
Also Present: Peter Berghoef, Arlene Adams

1. Chair's Remarks
  - a. Notes on taking minutes
  - b. Need volunteers to take minutes
  - c. Jon Reed will take minutes for this meeting
2. Approval of Minutes from last meeting
  - a. Motion to accept: Susi Churchill Second: Jim Harrison Passed Unanimously
3. Treasurer's Report
  - a. Motion to encumber \$ 6,075 from FY 2022 to be expended. In FY 2023 for the flushing of the radiant heating system.
    - i. Motion:Bev Bjorklund, Second:Jim Harrison, Passed Unanimously
  - b. Signatures at BHBT and Sugar River Bank will be ready on Friday 11/18/22
  - c. Motion to approve Manifest of Bills
    - i. Motion: Bev Bjorklund, Second:Jim Harrison, Passed Unanimously
4. Public Hearing RSA 31:95pb Acceptance of Unanticipated Revenue in excess of \$10,000
  - a. Motion to accept \$22,092.80 from The Abbott Library Foundation for shelving and seating in the Children's area of the library.
    - i. Motion: Bev Bjorklund Second: Susi Churchill; Passed Unanimously

5. Director's Report - Submitted by Mindy Atwood

- a. Shannon Martinez, Town Manager has asked to use the library as a location for her "Community Conversations." Representatives from the Sunapee School District will also be in attendance
- b. Mindy Atwood has asked the Town Manager, Shannon Martinez, via email, for guidance on the best way to expend the ARPA funds.
- c. The process continues for hiring a Youth Services Librarian. Five candidates have been invited to come to the library for a tour.

The

goal is to have an offer letter out by Nov. 21, 2022.

6. Strategic Plan Reports

- a. Due to conflicts with scheduling we will postpone until after holidays.

7. Abbott Library Friends' Report

- a. Bev Bjorklund attended Marty Kelley's presentation to students. Great success. Friends provided every student with a copy of one of Marty's books!
- b. The Trustees express gratitude to the Friends for the generous donation.

8. Abbott Library Foundation Report - Arlene Adams

- a. Working on the newsletter. Will highlight the work done this year: Shed, Fireplace, Children's area seating and shelving

9. Chair's Report

- a. Budget -
  - i. Discussion on the inclusion of \$11,000 in ARPA funds that have been approved by the Town's Selectboard
  - ii. Discussion about the % change from the FY 2022 to FY 2023 proposed budget. Tim Eliassen stepped the board through the breakdown of the increases to the budget.

iii. Discussion about whether to include FT position in the proposed budget. Board will move forward with the budget as written with the FT Youth Librarian position included. Motion to put forth the Library budget for Total FY 2023 Budget request: \$532,153.82

1. Motion: Bev Bjorklund Second: Jim McGraw Passed Unanimously

b. Contagious and Infectious Disease Prevention Policy - Tabled until next meeting

10. Nonpublic Session RSA 91-A:3, II (a)

a. 8:13 pm motion to enter non public session by Bev Bjorklund, Second: Nancy Berger

i. Roll call: Bev Bjorklund, James Harrison, Susi Churchill, Nancy Berger, Jim McGraw, Tim Eliasson (via Zoom), Jon Reed Passed Unanimously

b. 8:45 pm motion to exit non public session by Bev Bjorklund, Second: Jim Harrison

i. Roll call: Bev Bjorklund, James Harrison, Susi Churchill, Nancy Berger, Jim McGraw, Tim Eliassen (via Zoom), Jon Reed Passed Unanimously

c. 8:49 pm motion to seal the Minutes by Nancy Berger, Second: Bev Bjorklund

i. Roll call: Bev Bjorklund, James Harrison, Susi Churchill, Nancy Berger, Jim McGraw, Tim Eliassen (via Zoom), Jon Reed Passed Unanimously

Motion to have 2-3 Library Trustees request and attend a meeting with the Town Manager and HR Manager to discuss how the Board of Trustees can best support the library going forward.

Motion: Bev Bjorklund Second: Nancy Berger Passed Unanimously

11. New Business - None

12. Public Comment - No comment

Motion to Adjourn at 8:53 pm      Motion: Nancy Berger    Second: Jim Harrison  
Passed Unanimously

Calendar:

December 15, 2022 7:00 PM

January 19, 2022 7:00 PM

Respectfully submitted:

Nancy Berger, Secretary

December 10, 2022

**Director's Report  
For November 17, 2022**

**Public Relations and Advocacy**

- Attended Selectboard meeting on October 31 and November 14
- The library will again collaborate on the Harbor Magic celebration that will be held on December 3 from 1-4 PM

**Financial Management**

- After several rounds of back and forth, the library budget, specifically payroll and benefits matches with what the Town of Sunapee shows in ClearGov. I have included a draft of the budget as an attachment as well as a breakdown of the increases. Entire credit goes to Tim Eliassen for the breakdown and much credit goes to him for getting us reconciled with the Town. Thank you, Tim!
- I'm very pleased to report that the Selectboard granted our request for SLFRF funds (also known as ARPA funds). I have sent Shannon, the Town Manager, an email to request guidance about the best way to expend these funds.
- I have attached the quote from ARC to flush the radiant heat system. The best guess for the cause of the acidity is the town water.

For your action: motion to encumber \$6,075.00 from FY 2022 budget to be expended in FY 2023

**Building Management**

- Thank you to Craig Heino and his staff for cleaning up a lot of the rust on the stairs between the upper and lower parking lot. They will revisit the stairs in the spring; cleaning them once more and then repainting the stairs.

**Staff Management**

- We received 13 resumes and cover letters for the Youth Services Librarian. No candidate had a Masters in Library Science but three candidates had advanced degrees in other fields.
  - Peter and I interviewed six candidates over Zoom and we then invited five candidates to come to the library for a tour and longer interview.
  - I have attached a copy of the rubric that was used during the hiring process.
  - The goal is to have an offer letter out by November 21.

**Program Management**

- Shannon has asked to use the library as a location for her "Community Conversations." Representatives from the Sunapee School District will also be in attendance. Theme and format and still to be determined.

**Upcoming Programs**

Storytime: Thursdays at 10 AM

Mah Jongg: Thursdays at 3 PM

December 1 at 6:30 PM- Book Group "Braiding Sweetgrass"

December 3 1-4 PM- Harbor Magic at the Livery

January 13 at 10 AM- Town Manager Community Conversation at Abbott Library with the Sunapee School District



A/c #	Account Name		2021 Actual Expended	2021 BUDGET	over/under	2022 YTD Actal Expended (as of 7/31/22)	2022 Annual BUDGET	2023 PROPOSED	\$ change from 2022	% change from 2021
62110	ACCOUNTING FEES		\$ 1,475.00	\$ 2,200.00	\$ (725.00)	\$ 355.27	\$ 2,000.00	\$ 1,750.00	\$ (250.00)	-12.50%
62140	LEGAL FEES		\$ 180.00	\$ 5,000.00	\$ (4,820.00)	\$ 1,000.00	\$ 3,500.00	\$ 5,000.00	\$ 1,500.00	42.86%
62150	OUTSIDE CONTRACT SERVICES		\$ 11,105.00	\$ 3,600.00	\$ 7,505.00	\$ 2,975.00	\$ 4,160.00	\$ 2,500.00	\$ (1,660.00)	-39.90%
62150A	OUTSIDE CLEANING SERVICES					\$ -			\$ -	
	<b>TOTAL</b>		<b>\$ 12,760.00</b>	<b>\$ 10,800.00</b>	<b>\$ 1,960.00</b>	<b>\$ 4,330.27</b>	<b>\$ 9,660.00</b>	<b>\$ 9,250.00</b>	<b>\$ (410.00)</b>	<b>-4.24%</b>
									\$ -	
750	FURNITURE & FIXTURES		\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 300.00	\$ 300.00	\$ -	0.00%
	<b>TOTAL &amp; CAPITAL OUTLAY</b>		<b>\$ -</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	<b>\$ -</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	<b>\$ -</b>	<b>0.00%</b>
802A	BOOKS		\$ 23,463.13	\$ 30,000.00	\$ (6,536.87)	\$ 10,911.25	\$ 30,000.00	\$ 25,700.00	\$ (4,300.00)	-14.33%
802B	SUBSCRIPTIONS		\$ 3,486.27	\$ 4,300.00	\$ (813.73)	\$ 1.47	\$ 4,300.00	\$ 3,400.00	\$ (900.00)	-20.93%
802C	NON-PRINT		\$ 7,552.59	\$ 5,100.00	\$ 2,452.59	\$ 1,838.18	\$ 5,100.00	\$ 7,150.00	\$ 2,050.00	40.20%
802F	SOFTWARE		\$ 7,464.65	\$ 6,500.00	\$ 964.65	\$ 1,832.36	\$ 7,600.00	\$ 8,600.00	\$ 1,000.00	13.16%
802G	COLLECTION SUPPLIES		\$ 824.99	\$ 1,900.00	\$ (1,075.01)	\$ 1,555.03	\$ 1,700.00	\$ 1,700.00	\$ -	0.00%
802H	E CONTENT		\$ 9,375.40	\$ 2,000.00	\$ 7,375.40	\$ 3,659.00	\$ 2,200.00	\$ 5,500.00	\$ 3,300.00	150.00%
	<b>TOTAL 8 OTHER CHARGES</b>		<b>\$ 52,167.03</b>	<b>\$ 49,800.00</b>	<b>\$ 2,367.03</b>	<b>\$ 19,797.29</b>	<b>\$ 50,900.00</b>	<b>\$ 52,050.00</b>	<b>\$ 1,150.00</b>	<b>2.26%</b>
					\$ -					
	<b>TOTAL NON SALARY EXP.</b>		<b>\$ 113,682.81</b>	<b>\$ 114,516.84</b>	<b>\$ (834.03)</b>	<b>\$ 52,350.49</b>	<b>\$ 116,031.84</b>	<b>\$ 118,642.84</b>	<b>\$ 2,611.00</b>	<b>2.25%</b>
	FULL TIME SALARY		\$ 127,828.04	\$ 159,587.00	\$ (31,758.96)		\$ 169,092.16	\$214,856.46	<b>\$ 45,764.30</b>	<b>27.06%</b>
	PART TIME SALARY		\$ 81,555.27	\$ 93,192.00	\$ (11,636.73)		\$ 99,244.50	\$76,021.70	<b>\$ (23,222.80)</b>	<b>-23.40%</b>
	<b>SUB TOTAL:</b>		<b>\$ 209,383.31</b>	<b>\$ 252,779.00</b>	<b>\$ (43,395.69)</b>	<b>\$ -</b>	<b>\$ 268,336.66</b>	<b>\$ 290,878.16</b>	<b>\$ 22,541.50</b>	<b>8.40%</b>
	EMPLOYEE BENEFITS & TAXES		\$ 62,757.76	\$ 100,709.00	\$ (37,951.24)		\$ 86,933.00	\$ 122,632.82	<b>\$ 35,699.82</b>	<b>41.07%</b>
	<b>TOTAL SALARY EXP.</b>		<b>\$ 272,141.07</b>	<b>\$ 353,488.00</b>	<b>\$ (81,346.93)</b>	<b>\$ -</b>	<b>\$ 355,269.66</b>	<b>\$ 413,510.98</b>	<b>\$ 58,241.32</b>	<b>16.39%</b>
	<b>TOTAL</b>		<b>\$ 385,823.88</b>	<b>\$ 468,004.84</b>	<b>\$ (82,180.96)</b>	<b>\$ 52,350.49</b>	<b>\$ 471,301.50</b>	<b>\$ 532,153.82</b>	<b>\$ 60,852.32</b>	<b>12.91%</b>

**\*This draft shows the shift of the YSL from PT to FT and the anticipated 15.9% increase to health insurance, the 2.5% employee step increases and a 5.5% CoLA.**



[illegible]

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62150	OUTSIDE CONTRACT SERVICES		\$ 11,105.00	\$ 3,600.00	\$ 7,505.00	\$ 2,975.00	\$ 4,160.00	\$ 2,500.00	\$ (1,660.00)	-39.90%	
62150A	OUTSIDE CLEANING SERVICES					\$ -			\$ -		
	TOTAL		\$ 12,760.00	\$ 10,800.00	\$ 1,960.00	\$ 4,330.27	\$ 9,660.00	\$ 9,250.00	\$ (410.00)	-4.24%	\$ 9,660.00
									\$ -		
750	FURNITURE & FIXTURES		\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 300.00	\$ 300.00	\$ -	0.00%	
	TOTAL & CAPITAL OUTLAY		\$ -	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ 300.00	\$ -	0.00%	\$ 300.00
802A	BOOKS		\$ 23,463.13	\$ 30,000.00	\$ (6,536.87)	\$ 10,911.25	\$ 30,000.00	\$ 25,700.00	\$ (4,300.00)	-14.33%	
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802H	E CONTENT		\$ 9,375.40	\$ 2,000.00	\$ 7,375.40	\$ 3,659.00	\$ 2,200.00	\$ 5,500.00	\$ 3,300.00	150.00%	
	TOTAL 8 OTHER CHARGES		\$ 52,167.03	\$ 49,800.00	\$ 2,367.03	\$ 19,797.29	\$ 50,900.00	\$ 52,050.00	\$ 1,150.00	2.26%	\$ 50,900.00
					\$ -						
	TOTAL NON SALARY EXP.		\$ 113,682.81	\$ 114,516.84	\$ (834.03)	\$ 52,350.49	\$ 116,031.84	\$ 117,892.84	\$ 1,861.00	1.60%	\$ 116,031.84
	FULL TIME SALARY		\$ 127,828.04	\$ 159,587.00	\$ (31,758.96)		\$ 169,092.16	\$214,856.46	\$ 45,764.30	27.06%	
	PART TIME SALARY		\$ 81,555.27	\$ 93,192.00	\$ (11,636.73)		\$ 99,244.50	\$76,021.70	\$ (23,222.80)	-23.40%	
	SUB TOTAL:		\$ 209,383.31	\$ 252,779.00	\$ (43,395.69)	\$ -	\$ 268,336.66	\$ 290,878.16	\$ 22,541.50	8.40%	
	EMPLOYEE BENEFITS & TAXES		\$ 62,757.76	\$ 100,709.00	\$ (37,951.24)		\$ 86,933.00	\$ 122,632.82	\$ 35,699.82	41.07%	
	TOTAL SALARY EXP.		\$ 272,141.07	\$ 353,488.00	\$ (81,346.93)	\$ -	\$ 355,269.66	\$ 413,510.98	\$ 58,241.32	16.39%	
	TOTAL		\$ 385,823.88	\$ 468,004.84	\$ (82,180.96)	\$ 52,350.49	\$ 471,301.50	\$ 531,403.82	\$ 60,102.32	12.75%	\$ 60,102.32

\*This draft shows the shift of the YSL from PT to FT and the anticipated 15.9% increase to health insurance, the 2.5% employee step increases and a 5.5% CoLA.

% of 2022 budget

11/14/22 Frank Mindy '22

34322

2985

non-salary  
salary

\$ 1,861.00 0.39%

A/c #	Account Name		2021 Actual Expended	2021 BUDGET	over/under	2022 YTD Actal Expended (as of 7/31/22)	2022 Annual BUDGET	2023 PROPOSED	\$ change from 2022	% change from 2022
			3780			PT to FT salary increase			2,000.00	0.42%
			16162			benefit increase for PT to FT (single)			20,769.00	4.41%
			24087			COLA 5.5%			\$ 14,758.52	3.13%
			527			Step 2.5%			\$ 6,708.42	1.42%
			646			year to year benefit % increaseof 15.9%			\$ 13,822.35	2.93%
			82509			net changes			\$ 59,919.28	12.71%
			3852							
			86361	86933		salary increase alone				
						budget above	\$ 268,336.66	\$ 290,878.16	\$ 22,541.50	
			167465							
			98307			PT to FT salary increase			1000	
			265772	268337		5.5% COLA			\$ 14,758.52	
						2.5% steps			\$ 6,708.42	
			352,133.00	355,270.00					22,466.93	

\$ 11,100.00 #####

\$ 29,925.00 \$ 1,025.00

\$ 8,367.84 \$ 1,896.00

\$ 6,900.00

\$ 9,250.00

\$ 300.00

\$ 52,050.00

\$ 117,892.84



## Breakdown of increases from 2022 Budget to 2023 Budget

	2022 Annual BUDGET	2023 PROPOSED	\$ change from 2022	% change from 2022
<b>TOTAL NON SALARY EXP.</b>	<b>\$ 116,031.84</b>	<b>\$ 118,642.84</b>	<b>\$ 2,611.00</b>	<b>1.6%</b>
FULL TIME SALARY	\$ 169,092.16	\$214,856.46	\$ 45,764.30	27.1%
PART TIME SALARY	\$ 99,244.50	\$76,021.70	\$ (23,222.80)	-23.4%
<b>SUB TOTAL:</b>	<b>\$ 268,336.66</b>	<b>\$ 290,878.16</b>	<b>\$ 22,541.50</b>	<b>8.4%</b>
EMPLOYEE BENEFITS & TAXES	\$ 86,933.00	\$ 122,632.82	\$ 35,699.82	41.1%
<b>TOTAL SALARY EXP.</b>	<b>\$ 355,269.66</b>	<b>\$ 413,510.98</b>	<b>\$ 58,241.32</b>	<b>16.4%</b>
<b>TOTAL</b>	<b>\$ 471,301.50</b>	<b>\$ 532,153.82</b>	<b>\$ 60,852.32</b>	<b>12.9%</b>

### Differences 2022 to 2023 with PT to FT appearing in FY 2023 budget request

		% of 2022 total
non-salary	\$ 2,611.00	0.6%
salary		
PT to FT salary increase	\$ 2,200.00	0.5%
benefit increase for PT to FT (single)	\$ 20,769.00	4.4%
COLA 5.5%	\$ 14,758.52	3.1%
Step 2.5%	\$ 6,708.42	1.4%
year to year benefit % increase of 15.9%	\$ 13,822.35	2.9%
<b>TOTAL</b>	<b>\$ 60,869.28</b>	<b>12.9%</b>

### Differences 2022 to 2023 with PT to FT appearing as a separate warrant article

		% of 2022 total
non-salary	\$ 2,611.00	0.6%
COLA 5.5%	\$ 14,758.52	3.1%
Step 2.5%	\$ 6,708.42	1.4%
year to year benefit % increase of 15.9%	\$ 13,822.35	2.9%
<b>TOTAL</b>	<b>\$ 37,900.28</b>	<b>8.0%</b>

	Criteria	5 (Excellent)	4 (Above Average)	3 (Average)	2 (Poor)	1 (Unsatisfactory)	0 N/A
Education		Master's in Library Science from ALA accredited school	Master's in Library Science (non-accredited) or equivalent library experience	partial completion of Master's in Library Science OR advanced degree in another field	Bachelors in related field such as English, Education	Some post-secondary schooling	no post-secondary schooling
General Library Duties and Responsibilities							
	Experience performing basic patron service tasks such as: checking in and checking out, help with printing, basic reference questions, filing out ILL forms	Extensive experience with circulation desk duties. Experience with all facets of basic circulation desk tasks. Has some experience with advanced reference questions.	Above average experience with circulation desk duties. Experience with all facets of basic circulation desk tasks. Has some experience with basic but not advanced reference questions.	Some experience with circulation desk duties. Experience with 3 of of the facets of basic circulation desk tasks.	Less experience with circulation desk duties. Some experience with 2 of the facets of basic circ desk tasks.	Awareness of circlation desk duties. Some customer service experience in another industry.	No experience with public libraries and/or customer service
	Reader's Advisory	Great enthusiasm for sharing information about books or films. Shares at least 2 details of a film or book that would encourage patron to check out the item	Enthusiasm for sharing information about books or films. Shares at least 1 detail of a film or book that would encourage patron to check out the item	Can speak articulately about a book or film recently read or watched	Can name a book or film but summary lacks clarity or depth	Cannot describe a book or film recently read or watched	
	Familiarity with Information Technology and Library Technology	Very familiar with MS Office, G Suite, FB, IG, Twitter, Tik Tok, apps and other software. Very familiar with ILS and cataloging.	Familiar with MS Office, G Suite, FB, IG, Twitter, Tik Tok, apps and other software. Has experience using an ILS and some staff catalog work.	Familiar with MS Office, G Suite, FB, IG, Twitter, Tik Tok, apps and other software.	Litte to no experience with technology and software. Familiar with a few of the following: MS Office, G Suite, FB, IG, Twitter, Tik Tok, apps and other software	Personal (as opposed to professional) experience with devices, software apps	Expresses disinclination for technology use
Youth Services Librarian Duties							
	Criteria	10 (Excellent)	8 (Above Average)	(Average)	4 (Poor)	1 (Unsatisfactory)	0 N/A
	Programming	Direct experience planning activities for children. Articulates good understanding of program planning life cycle. Great enthusiasm for working with children.	Direct experience planning activities for children. Articulates some understanding of a program planning life cycle. Enthusiasm for working with children.	Some experience with planning activities for children. Has understanding of program planning life cycle and enthusiasm for working with children.	Some experience with planning activities for children. Has understanding of program planning life cycle OR enthusiasm for working with children.	Has some experience with children.	No expereience with children
	Management of Children	Extensive experience managing groups of children in complex activities. Demonstrates knowledge of 2 techniques for "classroom management"	Some experience managing groups of children in complex activities. Demonstrates knowledge of at least 1 technique for "classroom management"	Some experience managing groups of children in complex activities OR demonstrates knowledge of at least 1 technique for "classroom management"	Willingness to learn "classroom management" techniques	No familiarity with concepts of "classroom management"	

	Criteria	5 (Excellent)	4 (Above Average)	3 (Average)	2 (Poor)	1 (Unsatisfactory)	0 N/A
	Cataloging	Extensive experience with processing, copy cataloging and original cataloging	Above average experience with processing, copy cataloging	Some experience with processing and copy cataloging	Experience with processing OR cataloging	No experience with cataloging or processing	
	Collection Development	Extensive experience with collection development including managing a budget, anaylsis of current collections and consulting mulitiple sources for reviews	Experience with collection development including managing a budget, anaylsis of current collections and consulting mulitiple sources for reviews	Experience with collection development including 2 of the three following: managing a budget, anaylsis of current collections and consulting mulitiple sources for reviews	Experience offering suggestions of materials to be purchased	Coursework in collection development	No collection development experience
Complexity							
	Implementation of library principles, practices and policies in day-to-day function of a public library	Can clearly articulate library priciples of equal access, resource sharing and/or public service. Extensive experience with implementing library principles into day-to-day function.	Can clearly articulate library priciples of equal access, resource sharing and/or public service. Some experience with implementing library principles into day-to-day function.	Articulates some library priciples of equal access, resource sharing and/or public service. Some experience with implementing library principles into day-to-day functions.	Articulates some library priciples of equal access, resource sharing and/or public service. Limited experience with implementing library principles into day-to-day functions.	Articulates some library priciples of equal access, resource sharing and/or public service. No experience with implementing library principles into day-to-day functions.	No library priciples articulated, no experinece with implementation
	Ability to exercise independent judgement and consult the Director as necessary	Clearly articulates more than one established technique for coping with stressful situations and demonstrates reflection about understanding own management style preferences well	Articulates at least one techniques for coping with stressful situations and some understanding of own management style preferences	Articulates at least one techniques for coping with stressful situations and can articulate management style preferences	Articulates at least one techniques for coping with stressful situations OR can articulate management style preferences	Unable to articulate a coping mechanism or management preferences	
	Ability to establish and maintain effective working relationships	Clearly and warmly articulates a history of strong personal and professional relationships with people, demonstrates respect for multiple ways of working and learning	Clearly articulates a history of strong personal and professional relationships with people, demonstrates respect for multiple ways of working and learning	Has some history of personal and professional relationships with people, AND understands respect for multiple ways of working and learning	Has some history of professional relationships with people, OR understands respect for multiple ways of working and learning	Cannot describe an example of a personal or professional relationship	



October 27, 2022

Craig Heino  
Town of Sunapee  
23 Edgemont Road  
Sunapee, NH 03782  
craigh@town.sunapee.nh.us, 603-748-0201

**Proposal # 22-1196 R1**

**Job Name**

Sunapee Library Replace Antifreeze  
11 Soonipi Circle  
Sunapee, NH 03782

**Specifications**

Library

ARC will add hydronic flushing treatment to the boiler system. It will need to run through the entire system for two weeks. The system will then be drained and flushed with fresh water, and let run for another week. Next we will fill the system with the antifreeze to a mixture range of 30-40% and test the overall PH and adjust as needed.

**Equipment Schedule**

Rhomar Rhogard Antifreeze  
Rhomar Hydro-Solv Rhogard Cleaner  
Rhomar Pro-Tek 922 Rhogard Inhibitor

**Notes**

Additional antifreeze if needed (price per 5-gallon) = \$185.00

Total Cost: \$6,075.00

Alternates/Options/Notes

Respectfully Submitted by  
ARC Mechanical Contractors, Inc.

Accepted  
The specifications, terms and conditions outlined are satisfactory and are hereby accepted.  
You are authorized to do the work as specified. Payment will be made as outlined below.



Mike Nangeroni, Estimator/Project Manager

Signature

Date

Note: This proposal may be withdrawn  
by us if not accepted within 30 days.

Exclusions

- Cutting, patching, painting
- Premium time labor
- Repairs & modifications to systems beyond this scope of work
- Permits and permit fees
- Line voltage electrical wiring or electrical service upgrade

Limited Warranty

All products provided and installed by ARC Mechanical Contractors, Inc. are warranted to be free from defects in material and workmanship for a period of one year from the original installation unless otherwise noted and unless a product manufacturer's warranty is less than one year in which case the Limited Warranty given herein shall extend only for that period of time covered by the applicable manufacturer's warranty. This Limited Warranty is limited to parts and labor for repair or replacement of defective parts only. This Limited Warranty does not cover consequential damages, including but not limited to loss of income or profits and ARC Mechanical Contractors, Inc. shall not be responsible for any such consequential damages. To the extent that a warranty issued by a product manufacturer in some cases may extend beyond the one-year period, this Limited Warranty shall extend for the full period of the manufacturer's warranty on the applicable piece of equipment. Except as stated herein, THERE ARE NO OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED.

Payment Terms

- Invoices on account (pending credit approval) to be submitted by the 25th of each month based on work completed and materials purchased.
- Due upon receipt – 1% finance charge (allowed by law) on all invoices 30 days past due.
- In the event that ARC Mechanical Contractors, Inc. takes any collection action to collect on any balance due which is 30 days or older, the Customer shall pay all costs and attorney fees associated with any such collection effort.
- We accept Mastercard, Visa and American Express.