

## **NOBLE Executive Board Special Meeting via zoom**

**October 20, 2022**

Present: Ron Gagnon, Amy Lannon, Brian Courtemanche, Allison Babin, Linda C.W. Gardener, Tara Mansfield, Catherine McDonald, and Myron Schirer-Suter.

### **1. Call to Order/Welcome**

The Meeting was called to order by Amy at 11:52am.

### **2. Vote to Authorize the Signing of the Lease at 5 Cherry Hill Drive, Suite 250.**

*Motion:* Move to authorize the signing of the lease at 5 Cherry Hill Drive, Suite 250.

Discussion:

A report including a comparison chart of costs and sizes of the current location and the new proposed location was distributed. Ron reported that NOBLE had been working on the lease at 5 Cherry Hill Drive and that the language has already been set up. He noted that the floor plan is still being worked on, which is taking a little longer than hoped. Ron visited the space last Thursday and talked to the owner, and the location of the split wall had not yet been decided. The location of the split wall had since been determined and NOBLE is working on a layout for the office space. Ron noted that there will still be a little back and forth with the owner about the space, but they are otherwise ready to go with the lease.

Ron reported that the NOBLE Bylaws say that the Treasurer or the President can sign the lease. The lease is set to begin on December 1<sup>st</sup>, and if NOBLE leaves the current space before the end of the year, they will save one month's rent. Ron recommended authorizing signing the lease, pending working out the final details. The final plans will be shared with Executive Board.

Amy thanked Ron for his due diligence in looking at the square footage needed without the server room, for determining the needs for the office space, and for figuring out the additions. She noted that Ron had also examined the advantages to staying in the area which included the price, proximity, and library staff's familiarity with the location. Amy said she was in favor of authorizing the signing and noted that if additional capital is needed, Ron should not hesitate to ask.

Ron noted that Executive will meet in November at the regular time and he will bring any capital needs then. He noted that the landlord and NOBLE staff are itching to go and that they will know more by the next meeting.

Myron asked about ballpark moving costs and whether the savings on the one month's rent at the current location would compare. Ron reported that he had not yet had time to talk to movers, a/v relocation companies, and phone people. He noted that he did think that any of the costs would change in the next few months.

Brian noted that he is right down the road if NOBLE needs any help with the move.

*Action:* Brian made the motion, seconded by Linda. All in favor.

### **9. Adjournment**

Brian made the motion to adjourn at 12:01pm.