

JOINT VIRTUAL MEETING LIBRARY BUILDING COMMITTEE & LIBRARY TRUSTEES AGENDA

Tuesday, March 21, 2023

Virtual Meeting

**Adjourn to Executive Session**

Adjourn to Executive Session under the following exemptions, not to return to Open Session.

Item 1: To discuss strategy with respect to threatened potential litigation if the Chair so declares that an open meeting may have a detrimental effect on the litigating position of the Select Board and Town, and the Chair does so declare, to discuss the Town Library pursuant to M.G.L. Chapter 30A, Sections 21(a)(3) and (7) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007)

Roll Call Vote to Adjourn to Executive Session 7:32PM

Erin Carroll (Yes), Brian Connolly (Chair) (Yes), Max Klaisner (Yes), Sue Lepard (Yes), Mary McKenna (Yes), Seth Molloy (Yes), Frank Orlando (Yes), Tom VanLangen (Yes)

Return to Public Session 7:42PM

**Trustees Participating**

Erin Carroll

Brian Connolly (Chair)

Max Klaisner

Sue Lepard

Mary McKenna

Seth Molloy

Frank Orlando

Tom VanLangen

**Other Participating**

Liz Anderson (Library Director)

Heidi Doyle (Town Treasurer)

Diane Moores (Asst. Town Administrator)

Mary Moore (Landscaping Subcommittee)

Margot Powicki (Landscaping Subcommittee)

**Vote to Approve Minutes**

Chair motioned to approve minutes from Feb 21, 2023 Board of Trustees meeting.

Frank Orlando: Change to UBS numbers "up from *December, 2022*" Change noted.

Vote to approve amended minutes from meeting held on Feb 21, 2023:

Motioned, Seconded, Approved Unanimously.

**Chair's Report**

Library Reopened March 20, 2023!

Thanks to Liz Anderson and Sean Killeen for pulling everything together for opening day - tremendous effort.

Trustees Election: Max Klaisner is going to retire. Brian Connolly thanks Max for a great job. Sue Lepard thanked him for being a great partner on the Community Relations Committee.

Erin Carroll and Frank Orlando continuing for three-year term.

New trustee will be on the ballot - Thais Bessa, PhD, consultant with USAID.

All Trustees need to complete Online Ethical Training ~ 45 minutes. Email distributed.

Annual Town Meeting April 25, 2023 @ DSHS

Need to revisit Historical Society space. A March 27, 2023 call is scheduled. Historical Society wants to use an architect.

Chris Kenney is helping them find an architect, working with George Fiske. Cost comes through Historical Society/Town. Space in Library basement (1800 square feet) - providing space is part of original library charter. Library committed to work with George for possibilities. George had looked at Community Center and space next Gulf Station (now a Dunkin Donuts. Couldn't find anything that worked for them. There is no AC, etc. in this space in the Library.

Q. Will this replace the Maker Space? Question under review.

Mary Moore is not certain Library Board voted to provide the space. Brian Connolly will review the minutes.

### **Friends Report** (Brian Connolly)

Some tickets are available for Trivia Night, would the Trustees like to join them?

Waiting List for Vendor booths at Arts & Crafts Fair.

Book Sale moved to June 2-4, 2023 to take place in the Library.

Two Board vacancies this year.

Q. Possible to look for other alternatives for food at events (BBQ may exclude vegetarians). A. Request will be provided to Friends Board.

### **Library Building Committee** (Brian Connolly/Liz Anderson)

LBC Meeting March 6, 2023

-- Approved BAA Invoice #20-784-023-01 in the amount of \$29,172.50

-- Approved WSP Invoice #1272532 in the amount of \$1,750.00, conditional pending document of close-out testing and balancing

-- Approved Information Networks Invoice #0003173 in the amount of \$3,202.50 (work to complete server transfer, installing library computers and printers)

-- Approved CHA Invoice #39202-23 in the amount of \$10,800.00. (will be in contact about the amendment to our contract in terms of extension needs)

-- Approved APEX pay application 7 in the amount of \$44,825.90, will ask them to resubmit the invoice with the \$2,500 closeout removed (BAA did this and we paid \$42,325.90)

-- Approved Tucker Invoices (shelving & furnishings company):

#9335 in the amount of \$17,295.18 (additional end panels)

#9336 in the amount of \$4,000.00 (additional labor costs)

#9338 in the amount of \$945.00 (wood tables)

#9339 in the amount of \$4,566.00 (ends and tops)

#9340 in the amount of \$1,495.50 (kids chairs and ottomans)

#9337 in the amount of \$70,957.84 (library shelving) conditionally approved pending either receiving missing shelves or deducting what's missing

-- Approved a quote from Superior in the amount of \$4,132.25 for additional data outlet cabling

Tom Gatzunis' progress update:

--BCG provided a report and backup with supporting data from their subcontractors regarding the work that they did at the skylight regarding the leak in front of the fireplace. BAA issued a response to that letter and there is ongoing discussion about the wet sealant that has been historically missing. Sean did a walk-thru of building during snow event and noticed the skylight leaking at the stairs (the other end of skylight). BCG indicated they would be on site to begin their investigation of the leak.

-- Elevator Machine Room leak: ongoing letters back and forth regarding the work to be completed.

BCG on site 3/1 with DiBrino (the waterproofing subcontractor), Grace (manufacturer of waterproofing membrane) and Travelers to review the conditions that currently exist at the 6.9 line as well as their proposed plan to submit some shop drawings. Awaiting the receipt of those drawings.

-- APEX has completed their punch list and their finished work. They will provide their as-built documentation and they did install the volume damper at no cost to the project

-- Ralph Deedy installed all the TVs, the projectors and speakers (with the help of volunteer Brendan Waldron)

-- One outstanding commissioning item on our log, noisy grill in local history room which was addressed

-- Estimating department developed a draft of the monetized punch list. CHA reviewed with BAA.

-- Move-in update: Community Center move-out complete. Tackling effort of ADA compliance in shelves in new library (complete). Klaus and Sean drilled holes in desk for cord management. Additional truckload of furniture delivered.

Creative Office Resource came back to build rest of the desks. Meyer working on claim for some missing furniture - confirmed do not have any more of our furniture in their warehouse. Meeting with Mason, Meyer and Stefura to coordinate replacing missing and damaged furniture.

Aiming for March 20, 2023 reopening date. Scheduling a walk-thru with building inspector the week before.

### **Landscaping Committee** (Mary Moore)

Thanks to Brian Connolly and Frank Orlando for getting contract signed quickly to being Library landscaping. Previous Friends and Family Rate for fertilizing trees does not seem to be applied to quote from Hartney Greymont for taking care of the beech trees to protect against beech leaf disease and taking care of the maple trees - Annual - (\$6,800). More expensive than before, but more attention needed. We received another quote from Harrison McPhee as well. We need to get at least one more bid.

Liz thinks Library can cover fertilization operations with Library Operating budget.

Sean Killeen has serious concerns about the Maple, we need to fertilize.

Max Klaisner suggested final cleanup around Library. Mary Moore said Sunday mornings at 9am for volunteer group. The \$135K ARPA town grant (Covid-related) includes new Hillside steps for Library (\$36K).

Sean Killeen is coordinating and very helpful moving this forward.

Globes are inconsistent around campus, new ones identified.

April work starts, four benches coming. Phase One should be finished by May 12 Arts and Craft Fair.

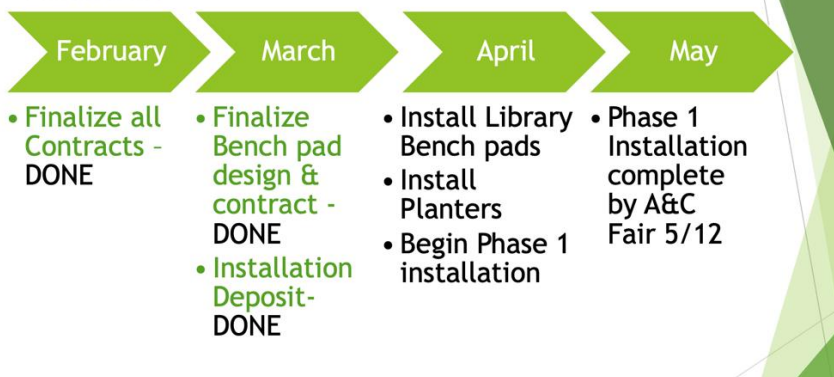
Keep in mind, Ribbon Cutting may see the work in progress.

### Tonight's update

- 1) **Phase I Library Landscape** (April/May) - contract signed, design by Hadley Berkowitz - thank you Frank and Brian for responsiveness- funded by generous Weezie Foundation Grant.
- 2) **Other spring work:** Landscape Committee recommendation to going ahead with annual Tree treatment this spring for Library Trees - suggest Liz get 1 more bid and Trustees approve going forward with a not to exceed \$6,800 (Hartney estimate). We also recommend a long-term annual maintenance plan be adopted in Fall 2022.
- 3) **Town Campus ARPA Grant approved for \$135K-** new hillside steps comprise \$36,000 of this amount. Design finalized - collaboration from Hadley Berkowitz, Janet Walsh with consult by landscape Architect Wes Wirth. Contract and schedule pending - expected August. Town procurement process led by Sean Killeen, Sam Nelson, Janet Walsh.
- 4) **New Globes for Campus Granite Posts** have been identified © to provide consistency across campus.



### Timeline



## Naming Opportunities – will coordinate on how to advertise this now that we're open

6 FLOWERING TREES (\$5,000 each with plaque) – to be planted Spring 2023

(3) *Amelanchier x grandiflora* 'Autumn Brilliance' / Autumn Brilliance Serviceberry



(2) *Crataegus viridis* 'Winter King' / Winter King Hawthorn



(1) *Magnolia virginiana* / Sweet Bay Magnolia (RESERVED)



Also:

1 Bench - \$7,500  
along Sanger Street  
pathway

1 Reading patio -  
outside front re-  
using bluestone from  
staircase

### Naming Opportunities for Flowering trees:

Put the flyer on the website? Point anyone to the site who is interested. Yes.

Mary Moore will come with requests for more patio furniture, may be able to be covered with Bench donations.

Frank Orlando waiting for some donations for benches, Mary Moore will follow up.

### Finance Subcommittee (Frank Orlando, Liz Anderson)

Currently focused on obtaining last tranche of State Grant \$363K - needed by end of FY.

Feb Endowments down ~\$65K from January but still up for the year.

Working through final touches in Library.

Advisory meeting this week, no holds on proposed Library Budget, it passed.

### IT Subcommittee (Frank Orlando)

Superior finishing up. Waiting on podium for AV installation.

Fire station has provided a spare that Liz Anderson will pick up.

Klaus Ullmann (IT Consultant) pretty much finished, a switch outstanding.

From Liz: Thanks to Klaus Ullmann and Sean Killeen for cleaning up the wiring.

New phone system up and running. iPad self-checkout is also up and running.

### Community Relations & Library Opening Plan (Sue Lepard, Max Klaisner)

Ribbon Cutting Date: Saturday April 29, 11:30AM (~30 minutes). MBLC is a yes. No alternative date.

Liz Anderson and Max Klaisner reviewed all the tasks and dependencies for Ribbon Cutting.

Inviting Rebecca Rausch (State Rep), James Arena-DeRosa, and David Linsky.

Podium will be near circulation desk, ribbon at the entrance to the new section.

Bruce Eckman will be there. Slate of speakers established.

Refreshment available post-celebration. Extensive list of contacts to invite.

VIPs/Major Donors will be the focus for head count. All others will get Evites.

Elizabeth's Retirement party will be a special separate celebration later in the day.

Liz Anderson asked for volunteers to help her plan Elizabeth's Retirement Party:

Mary Moore, Mary McKenna, Erin Carroll, Seth Malloy volunteered.

Liz Anderson would like professional photographs of the Library website, spoke with Alexis Madison.

Brian Connolly let Select Board know about the opening date and the Ribbon Cutting.

Focus for now is on Ribbon Cutting for the Community Relations team, then move to Friends celebrations, etc.

### Personnel Subcommittee (Erin Carroll)

No updates.

**Library Director Report** Liz Anderson

We opened!!! Staff has gone above and beyond, a labor of love. Sean Killeen and the DPW have been so helpful. Brendan Waldron volunteered time to get AV up in time. Also Tom our Project Manager. Elizabeth Johnston visited opening day, joyful day. Gave many tours. Very very busy! Many new library cards distributed. Thinking about getting a new design for the cards with a new Library drawing. We do have some furnishings missing, Liz Anderson is reviewing with Meyer & Mason - they will replace. 150 new chairs ordered, should arrive on April 24.

**Other:**

Seth Malloy: Jim Hogan of Hogan Brothers Coffee Roasters in Framingham would be interested in providing their coffee for the Nook in the Library. Brian Connolly heard COA is looking for coffee spot. Liz Anderson will follow up. Liz Anderson suggested Trustees provide free coffee at the Arts & Crafts Fair with Thank You stickers on the cups.

Next Trustees' Meeting is April 18, 2023

Vote to Adjourn 8:53PM

Motioned to Adjourn, Seconded, Unanimous Approval.