Taft Public Library

Board of Trustees Meeting

February 15, 2012

Attendees: Bob Carlson, Carrie Grimshaw, Don Morin (left at 7:37), Kathy Carlson, Bill McHenry, Carolyn Peters, Susan Darnell (via Skpe)

Meeting called to order at 7:06

It was decided to pass over the previous meetings minutes at this time.

Review of Director’s Report

* More work is needed on the heating system. Boucher is aware & fixing
* FinCom review – all departments are being asked to level fund fiscal 2013
* There was no mention about the Capital Budget at the FinCom meeting
* Waiver has been accepted by MBLC
* $3,000 rec’d towards payment of heating system from Green Grant; $3,000 still owed from allocation of grant
* Current budget looks good; trending $25 over/week but w/closings in February & Saturdays it should be a wash
* References for DRA Architectural firm came back very good
	+ Carrie spoke w/ 2 libraries who renovated at similar price points - Norfolk (library director) & Great Barrington (DPW Director)
	+ Some comments were:
		- “Understand libraries from top to bottom”
		- “Know how they function”
		- “Sometimes needed to be pushed for deadlines, but always met them”

Don recommended that the trustees be clear on what to tell the architectural firms not selected.

*Bill McHenry moved that the board move into executive at 7:30. The purpose of the executive session is to consider the purchase of St. Michael’s Church as meeting in open session would have a detrimental effect on the Trustees’ negotiating position.*

The meeting returned to an open session meeting at 8:05.

Discussion of architects:

* Annino was ranked 4th in preference based on their relative inexperience working with libraries and their seeming lack of knowledge of a functioning library. Also, they did not meet the qualifications of the RFQ.
* Of the 3 remaining firms, all possess significant experience with library consultation and library design.
* All had experience working with town government and all offered assistance to help Trustees inform the community.
* Therefore, the decision was very difficult to be made because the decision was made with three very strong candidates.
* DRA had several ideas for cost reduction. Their presentation showed sensitivity to working w/ a limited budget to a great extent than the other bidders. Trustees felt they were a better match to represent the library to the townspeople.

Discussion of ranking rubric. After further discussion of the top 2 candidates, the following was decided:

Bob Carlson made a motion to select DRA as the architectural choice to create a comprehensive schematic plan to convert St. Michael’s Church to a library. If they decline, the offer will be extended to Johnson Roberts. Carolyn Peters second the motion. All in favor – unanimous.

Susan Darnell will email town counsel & Mike Goddard to announce we’ve decided on an architect and to ask the question of who draws up the contract and who signs it.

Carrie to call Ken to let him know his firm was chosen. A formal letter will be sent to all firms.

Next meeting date, Wednesday February 29, 2012 – 7:00 PM – Taft Public Library

Bob Carlson motioned to end the meeting at 9:02; Carolyn Peters 2nd; all in favor – unanimous.