

Approved March 11, 2014

Taft Library Building Committee Meeting  
Taft Public Library  
Mendon, MA 01756  
Thursday, February 20, 2014  
7:00 p.m.

Committee Members Present:

Joe Cronin, Amy Fahey, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Jay Washburn

Susan Darnell (via Skype)

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates  
Andrew Jenrich, Library Director

I. Call to Order

The meeting was called to order by Joe Cronin at 7:03 p.m. Joe and Don informed the group that Susan Darnell was participating remotely via Skype due to geographic distance as she was out of town. They also reminded the group that all votes taken must be done by a roll call vote.

Because Ann Mazar had a limited amount of time, Joe suggested that we get an update on the Green Communities Grant application process from her as the first order of business. The Committee will then revisit the rest of the agenda items after the review.

II. Green Communities Grant Update

Anne Mazar informed the group that she is not sure if the library has been accepted into the Green Communities program, but that she hopes to hear within a week. She also mentioned that an Abacus mechanical engineer could scope out what could be covered by the grant, but that she isn't sure if they can do the ROI (return on investment) analysis. We may want to consider using Guardian Energy to do this work. Anne will find out more information about who can perform the analysis and will let the Committee know. Anne asked when the Committee would have a list of items that could be eligible for the grant along with their estimated cost and specifications, as the grant application deadline is the end of March. Joe replied that we should be able to provide cost estimates and specifications for those items that could be eligible for the grant.

**ACTION:** Let Abacus know that they will need to start putting together a list of things that could be Green Communities grant eligible along with the specifications, costs and ROI. – Mary

**ACTION:** Update the Committee on whether the library is eligible for the Grant Communities Grant program. – Anne

III. Approval of Agenda

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the agenda.

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

IV. Approval of Meeting Minutes from January 9, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from January 9, 2014.

DISCUSSION: Don stated that since he was not present at the January 9<sup>th</sup> meeting he would abstain from this discussion and vote. No other discussion took place.

VOTED: Unanimous by roll call vote.

V. Approval of Meeting Minutes from February 6, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to approve the meeting minutes from February 6, 2014.

DISCUSSION: Chuck and Susan both stated that since they were not present at the February 6<sup>th</sup> meeting they would abstain from this discussion and vote. No other discussion took place.

VOTED: Unanimous by roll call vote.

VI. Design Services Firm Contract Update

Joe informed the Committee that the contract with Abacus/Situ has been signed by the Mendon Board of Selectmen as well as Abacus/Situ. Copies were made available to Mary and Don for filing.

VII. Discussion/ Review of Initial Plans from Abacus/Situ

Andrew shared the inputs he received from his staff with the Committee. A summary of what he shared is included here. For details, the comprehensive document is attached.

First, Plan B doesn't work for Andrew and his team. They prefer Plan A, as it will not require two people to staff the circulation desk on the top level at all times. Susan added that the Taft Library Trustees preferred Plan A as well.

Andrew and staff had concerns about access to the front porch. It is not large enough for story time with kids, and if adults want to access it they have to walk through the children's area. Don asked if the children's area had to be on the top floor, and Andrew stated that his staff asked the same question. Susan mentioned that due to the weight of the adult collection the adult area needs to remain downstairs and the children's area upstairs.

Andrew raised a concern about the proximity of the New Books to the children's area. Joe suggested that a half wall might be possible to isolate the children's area from the main entrance. Joe also suggested forming the New Book shelving into an "L" shape to isolate the area as well. We can follow up with Abacus on this.

Andrew's staff was a bit concerned about adequate storage, but Andrew is not as concerned. We will need to keep this in mind as we finalize plans.

With regard to shelving, Andrew measured all the shelves in the existing building and created a document that contains those updated numbers along with the recommended 30% flex space (open space) that is recommended by the Massachusetts Board of Library Commissioners. It is important to note that this space isn't meant for future growth, but instead to ease with management and movement of the current collection. The document highlights that some of the areas in the new drawing do not meet the current space + 30%, including the Picture Books, Juvenile Fiction and Non-Fiction, Young Adult and Genealogy Room. Andrew added that we probably don't need the 30% flex in the Genealogy Room, but there are a lot of historical items in the current building that are not in the Genealogy Room, so we'll have to ensure plans exist for these older items. Chuck asked about the items in storage, and Andrew stated that it is very unlikely that they will take items from storage and put them on shelving in the new building. They rarely get asked for any of that material. For details on the current shelving and the 30% flex space, see the attached document.

While reviewing the plans it was suggested that the new book area could be moved to the lower level across from the circulation desk if needed. Andrew also asked what happened to the shelving that was originally shown in the children's area between the tables. It doesn't appear on the latest drawing that specifies the linear shelf space.

With regards to other areas, Chuck asked if there would be a printer and copier available for patrons in the Public Access Computer area. Mary also suggested adding a sink to the work room to assist with lunch and snacks for the staff.

Mary agreed to follow up with Abacus/Situ about the comments made at the meeting.

## VIII. Review Open Items on Decision Action Log

Don reviewed the open items on the Decision Action Log as follows:

#3 – Review Mass Building Code req'ts to understand impact of going from a church (A4) to a library (A3). – UPDATE: Abacus informed the Committee that the church was the same code as the library (A3), so this is no longer a concern. CLOSED.

#56 – Contact Tim Watson to find out what type of water testing will be needed at the new site, what the expected cost will be and when it can be performed. LAST UPDATE: Mary has recently spoken with David Eisen of Abacus about getting their engineers involved with this as soon as possible. Abacus/Situ will begin to investigate whether the new library needs a public water supply. STILL OPEN

#65 – Ask the Building Inspector if a variance will be needed for the new library building for lack of distance to center of street. UPDATE: Kevin received an update from Tim Aicardi (Mendon Building Inspector) that a variance is not needed. We have this in writing, so this item is now closed. CLOSED

#67 – Contact Anne Mazar to try to gather a checklist of information on what the Green Communities program would like in return for the grant. UPDATE: Anne attended the meeting this evening, and the update is contained in the minutes above. STILL OPEN

#69 – Ask Fred Lapham of Shea Engineering if a site survey has been done at the location of the future Taft Public Library. UPDATE: Mary and David have been in contact with Fred Lapham and they will work with him on the need for a site survey. STILL OPEN

#71 – Revisit the linear feet for shelving in the new Taft Public Library. UPDATE: Andrew updated the Committee on the current shelving at this meeting and the document is attached. CLOSED

# 74 – Start process of investigating what's needed for a public water supply. Send info received so far from MASS DEP to Abacus/Situ. UPDATE: The Committee knows what is needed for a public water supply. Since the library does not anticipate having more than 25 patrons in the building at the same time for more than 60 days out of the year, a public water supply is not needed. CLOSED.

#76 – Send a draft of an RFP for Industrial Hygienist consultants to perform a hazardous material assessment of the former church to Mary/Building Committee so they can review it at their next meeting. UPDATE: No new update. STILL OPEN

#77 – Contact Town Counsel to determine who hires the Industrial Hygienist consultants. UPDATE: No new update. This item is pending #76 above. STILL OPEN

There were many items open from the prior meeting on February 6<sup>th</sup>, many of which require a follow up with Abacus/Situ. Don will bring the updated list of open actions to the next scheduled meeting with Abacus/Situ.

IX. Approve Payment of Invoices from Lamoureux-Pagano

Joe informed the Committee that two invoices were received from Lamoureux-Pagano for Mary's services for December and January. Both need to be paid.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve payment of the invoice for December services in the amount of \$960.

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve payment of the invoice for January services in the amount of \$1200.

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

X. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Nothing was raised.

XI. Next Meeting Day, Time & Agenda

Joe suggested that the group meet again in two weeks. Unfortunately, the Committee could not find a day that worked in two weeks. Therefore, the next meeting date was agreed to be March 11<sup>th</sup> at 7:00pm. The agenda will be to meet with Abacus/Situ to review all the suggestions on the latest plans and to discuss possible changes to the existing plans to allow for moving forward. Also, provided the library is accepted into the Green Communities Grant program, the items for the application will need to be discussed.

XII. Adjournment

MOTION: A motion was made by Dan Labastie, seconded by Kevin Rudden, to adjourn.

DISCUSSION: None.

VOTED: Unanimous by roll call vote. The meeting adjourned at 8:33 p.m.

XIII. Attachments



Staff and Director  
Feedback on Abacus C



Shelf Linear footage  
at Taft.docx

Minutes by Don Morin