

Approved April 14, 2015

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Tuesday, March 17, 2015
7:00 p.m.

Committee Members Present:

Susan Darnell, Amy Fahey, Dan Labastie, Don Morin, Moritz Schmid.

Others Present:

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

I. Call to Order

The meeting was called to order by Moritz Schmid at 7:02 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes – March 3, 2015

MOTION: A motion was made by Susan Darnell, seconded by Dan Labastie, to approve the meeting minutes from March 3, 2015.

DISCUSSION: None.

VOTED: Unanimous.

IV. Review Status of Bid Posting for General Contractor and Sub-Contractors

Mary informed the committee that the posting for bids will appear in the Central Register and on BidDocsOnline.com on March 18th. Civil engineering drawings aren't complete yet but they will be added when they are available. Mary is working with Fred Lapham to get them finished. Mary is also reaching out to contactors now to alert them of the bid posting.

V. Financial Update

Fund Raising – update on donations

Andrew stated that the Friends want to post an update on the donations to the library website including tracking which items for naming rights are taken. It was suggested that the Friends post the tracking information on their capital campaign website with a link to this site added to the library relocation web page.

Amy informed the group that Susan Darnell has made a contribution of \$2000 for naming rights of the Director's office. The Committee thanked Susan for her generosity. This takes the donations up to ~\$35.6K thus far. Andrew also informed the committee that there is a Friends of Taft Library meet and greet on March 28 at the Blessings Barn where a check presentation from Kevin Rudden will be made.

Budget Review – discuss plans to request funds on Annual Town Meeting warrant

The Committee reviewed the latest budget figures. Because of the loss of \$50K from the Governor's 9C cuts, the difference between available funds and the last cost estimate is ~\$132K. The hope is that a large portion of this will be made up with donations, but the Committee still would like the option to request additional funding from voters should it be needed. After a brief discussion, the Committee decided to ask the Board of Selectmen to place an article requesting \$75K for the project on the Annual Town Meeting warrant. Since bids will be received prior to the Annual Town Meeting, the article can either be passed over or the amount requested can be reduced. Don and Moritz agreed to draft the article for submission to the Board of Selectmen.

ACTION: Don and Moritz to draft an article asking for \$75K for the Taft Library Building Renovation and send it to the Board of Selection for consideration on the Annual Town Meeting warrant.

Amy asked what would happen if the bids exceed available funding. Mary explained that if this happens the Committee could reduce the scope of the project and re-bid it.

Invoice Approvals:

Moritz informed the Committee that an invoice was received from LPA for OPM services for the month of February for \$960.

MOTION: A motion was made by Dan Labastie, seconded by Susan Darnell to approve payment of \$960 to LPA to cover the cost of OPM services for the month of February.

DISCUSSION: None

VOTED: Unanimous

Chair/OPM Spending Authorizations: None

VI. Review Open Items on Decision Action Log and Donation List

Don walked through the open items on the Decision Action Log. Many of them are in progress. Amy mentioned that the Friends will take ownership of the request for donations from Home Depot and Lowes, and they will also approach Walmart and others for donations as well.

Andrew provided an update on the need for wired access ports in addition to wireless access at the new library. No libraries in the state are completely wireless. He recommends that the circulation desks be wired as well as some other stations. Andrew and Mary will highlight those ports where wired access is preferred on the

library documents and will share it with David Eisen. Mary also suggested adding a wired port in the meeting room for a possible future smart board.

ACTION: Andrew and Mary will review the data ports and determine how many will be wired and how many will be wireless.

NOTE: Immediately after the meeting Mary, Andrew and Don reviewed the drawings and came up with the following ports: nine hard wired ports on the lower level, nine hard wired ports on the upper level, and six wireless computers on the upper level. An additional wired port will be placed in the meeting room for potential future connection of a smart board.

VII. Items not reasonably anticipated 48 hours prior to meeting

Moritz reminded everyone that they needed to complete the Conflict of Interest Summary (Acknowledgement) and the Ethics Online Training and submit the acknowledgement and the training certificate to the Town Clerk's office no later than April 4, 2015.

Andrew mentioned that the Friends will tour the new building under renovation. It was suggested that they take pictures so comparisons of before and after can be done. Andrew agreed to suggest this.

Don mentioned that he attended the Board of Selectmen's meeting the prior week and gave them an update on the project. They suggested that we work with the Town Administrator on a process to sell the square pendant vintage lights in hopes of recovering some additional funding to put toward the project. Mary offered to educate us on the Massachusetts General Laws that govern this process.

ACTION: Mary to share information on the laws that govern the sale of excess items by a town. Don and Moritz will follow up with the Town Administrator on the process that the Town wants to use to sell the lights.

VIII. Thank Susan Darnell for Her Services and Wish her Well, and Discuss Status of Committee Membership (now down to 8 members)

The Committee thanked Susan for her dedicated service to the Library Trustees and the Building Committee. As this was her last meeting, the Committee presented a cake that all shared to recognize Susan and to wish her well.

Moritz asked the Committee if we wanted to consider replacing Susan to take us to nine members, still requiring a quorum of five but making it easier to achieve with an added member. Susan mentioned that Mike Ammendolia was suggested once before and his construction knowledge would be a great benefit to the Committee as we're not moving to the construction phase of the project. Moritz agreed to approach Mike to ask if he is interested. Susan also stated that having a member of the Finance Committee (as Mike is) would also be a benefit to the team.

ACTION: Moritz to ask Mike Ammendolia if he would be interested in joining the Building Committee for the remainder of the project.

IX. Next Meeting Date, Time and Agenda

The next meeting will be held on April 14th. The meeting will be used to review the status of the bids as the subcontractor bids are due April 8th, to review the status of the article on the Annual Town Meeting warrant, to get a financial update, and to get updates on the open items on the Decision Action Log.

X. Adjournment

MOTION: A motion was made by Dan Labastie, seconded by Susan Darnell to adjourn the meeting.

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:09 p.m.

Minutes by Don Morin