

Approved May 11, 2016

Taft Library Building Committee Meeting  
Taft Public Library  
Mendon, MA 01756  
Monday, April 11, 2016  
7:00 p.m.

Committee Members Present:

Amy Fahey, Dan Labastie, Don Morin, Chuck Noel, Moritz Schmid

Others Present:

Andrew Jenrich, Library Director, Taft Public Library

I. Tour of Construction Site – 6:00pm

The Committee was invited to a tour of the construction site at 6:00pm. Moritz gave a tour to Amy, Don, Chuck and Andrew.

II. Call to Order

The meeting was called to order by Moritz Schmid at 7:00 p.m.

III. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

IV. Approval of Meeting Minutes – March 14, 2016

MOTION: A motion was made by Dan Labastie, seconded by Amy Fahey, to approve the meeting minutes from March 14, 2016.

DISCUSSION: None.

VOTED: Unanimous. Chuck Noel abstained as he was not present at the February meeting.

V. Construction Update

Moritz explained that one additional change order was expected. It will include work to lower the height of some counter brackets in the Children's area and work to repair the back wall to the stairway between the two floors on the rectory side of the building. Moritz expects these two changes to cost less than \$5000.

With regards to schedule, some management changes are taking place at GTC. A new PM will be taking over the rest of the project. The resume of the person was sent to Mary for review. Mary has been helping with the project work during the transition stage between project managers. Moritz stated that the general contractor is still aiming for a June 12<sup>th</sup> Certificate of Occupancy date. The GC will allow the flooring and shelving to be installed before that date while they are still

finishing up the project. Moritz is drafting a letter to GTC to ensure that they focus on meeting this deadline. When asked what condition the building will be in when the certificate of occupancy is issued, Moritz stated that the site will be cleaned up, egress will be clear, lights will be on, flooring will be done, shelving will be in, etc. The only remaining work will be cosmetic in nature, like touch-up painting, door and window adjustments, etc.

Given this timeline Andrew stated that he is shooting for a moving window of May 16-June 11. The current library will be closed during that time and will re-open in its new location on June 13. Systematics is aiming for shelving installation the weeks of May 9<sup>th</sup> and May 16<sup>th</sup>. Sterling Movers will catalog the existing collection the week of May 16<sup>th</sup> and will move the collection the following week (May 23<sup>rd</sup>). The collection move is expected to take 2-3 days. A soft opening will take place in June, with a grand opening planned for July.

**ACTION:** Moritz will contact Mary Bulso to get an updated schedule from GTC to ensure that the shelving installation and collection move can take place on the dates mentioned by Andrew.

Moritz stated that a 3-4 day paid firefighter detail was needed to perform a fire watch during welding of some steel for the elevator shaft. He isn't sure who will be billed for this.

#### VI. Board of Selectmen Meeting Update

Moritz explained that he and Mary attended a Board of Selectmen's meeting on March 30<sup>th</sup>. They agreed not to pursue the de-stratification fans at this time. If Bill McHenry wants to use grant money to pursue this after the project is complete he can take this up with the town. The BOS asked about access to library materials during the building closure and they were assured that patrons can borrow materials from neighboring towns. Andrew stated that he will let nearby towns know about the Mendon closure dates. He also mentioned that patrons can return materials to nearby towns. The book drop will not be available during the closure dates. While discussing the book drops it was asked if new ones were being purchased and Moritz stated that he will confirm how they are specified in the plans.

**ACTION:** Moritz will check the library plans to determine the type of book drops that are included.

#### VII. Financial Update:

##### Fund Raising:

Andrew stated that the last he know the Friends had raised about \$90K to go toward the building project. The pendant lights held by the town were turned over to the Friends for them to try to sell in hopes of raising additional funds.

##### Budget Review:

Don explained that the project has a little over \$31K in uncommitted funds left, assuming that the full \$50k from the state is provided. With regards to the \$50K from the state for the energy efficient windows, Don explained the first installment of \$25K had been received and that Kim Newman had requested the next installment but had yet to hear anything.

#### Invoice Approvals:

Moritz informed the Committee that an invoice was received from GTC Construction Management for General Contractor services for February in the amount of \$146,351.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel to approve payment of \$146,351 to GTC Construction Management for General Contractor services for the month of March.

DISCUSSION: None.

VOTED: Unanimous.

#### Chair/OPM Spending Authorizations:

None.

### VIII. Review Open Items on Decision Action Log and Donation List

1. Support for counters in circulation areas – Moritz
  - Moritz explained that BVT is not able to build the counters. A laminate sample was received from David Eisen and Moritz will work with Mary to try to find options for the counters. He may approach the Friends for funding help if needed. He will have options and costs soon. Amy stated that state aid is another funding option. The committee will wait for more information from Moritz and Mary at the next meeting.
2. Plans for engaging flooring donor to prepare for installation – Paul/Mary
  - Paul was not present but Moritz stated that he had concerns about sealing the concrete in the lower level. The flooring installation company will be visiting the site on April 12<sup>th</sup> to better understand the scope of work.
3. Green Communities Grant Update – Mary
  - The deadline for grant submission has been pushed out. Bill McHenry will apply for the funding once the HVAC installation has been completed.
4. Follow up on usage of existing shelving – Andrew
  - Andrew stated that about \$8300 was needed for end panels, flip tops, browsing boxes for DVD's/CD's, etc. to finish off the existing shelving. The items will be ordered soon as they have a 4-5 week lead time. He is also finalizing the furniture list with the Friends.
  - Signage for the donor wall will not take place until after interior painting is complete.
5. Follow up on availability of PC's – Don

- Don stated that Jay Byer has set aside 20 PC's for the town and that the Parks Department is the only other group in town to request any. They requested four, so plenty are available for the new library.

IX. Items not reasonably anticipated 48 hours prior to meeting

Moritz mentioned that the parking lot was chopped up in spots and that he and Mary are working with GTC to determine mitigation plans. They expect that the parking lot is back to the condition it was when the project was started. It's possible that the town may need to look at paving and striping the lot at some time in the future. The Friends could also look into this.

With regards to landscaping Moritz explained that he expected the grounds to be brought back to prior conditions. He'll check to see what the contractor has planned for landscaping work. He also thought that a front patio off the porch would make a good Eagle Scout or STEM Scholars project for a local resident.

**ACTION:** Moritz will check to see what is planned by the GC for landscaping.

X. Next Meeting Date, Time and Agenda

The next meeting will be scheduled for Thursday, May 11<sup>th</sup> at 7pm. The meeting will be used to get a status update on construction progress, a financial update, and a review of the Decision Action Log. Don will check with the Committee as we approach this date to ensure a quorum will be available.

Moritz suggested that the Committee meet at the future home of the library at 6pm for a site tour prior to the meeting. Don will post the meeting accordingly.

XI. Adjournment

**MOTION:** A motion was made by Amy Fahey, seconded by Dan Labastie to adjourn the meeting.

**DISCUSSION:** None.

**VOTED:** Unanimous.

The meeting adjourned at 7:59 p.m.

Minutes by Don Morin