

Taft Library Board of Trustees

Meeting Minutes

February 13, 2020

Taft Library 7:00pm

Attendees: Amy Fahey, Ellen Agro, Wayne Phipps, Leigh Martin, Andrew Jenrich

Absent: Kelley Aubut, Shana Miller

1. Call to order – 7:01 pm
2. The Board voted to accept the January minutes – On a motion from Ellen, seconded by Wayne - passed unanimously
3. Melissa Glowa/ Kelly Lucier met with the Board to present a plan to create a space at the library that would be enjoyed by children and adults. This space would be funded by the Thomas Glowa Memorial Fund. They would like to expand upon the outdoor patio, perhaps placing a pergola there with comfortable seating and a storage box for cushions. The Board unanimously gave its approval for the project to move forward and suggested they meet with the Select Board.
4. Director's report
 - i. New hires are picking up very quickly
 - ii. Still having some HVAC issues, Andrew may look for a new vendor
 - iii. Meeting room interest is increasing
 - iv. Andrew attended a "fake news" presentation geared towards libraries. Amy suggested the power point be put up on the library web site.
5. Rectory Feasibility Study
 - a. Amy presented RFQ model using West Springfield police sample as a guide
 - b. The Board voted on recommended RFQ Elements below- Ellen made the motion, Leigh seconded, passed unanimously

RFQ ELEMENTS

 - Project Description (brief summary)
 - The Library (background of library and church renovation project)
 - The Need (summarized)
 - § To provide library programming and maker space for 75 people
 - § To provide meeting space for 75 people for use by the library and by the Mendon community
 - § To determine the cost to demolish the rectory, assess options for the water tank, and provide basic landscaping

- Scope of Services
 - Itemize description and deliverable(s); provide estimates and schematic design drawings for each*
 1. Demolish and build one-story multipurpose space meeting room, programming, maker space, kitchenette, FOL book sales, FOL book storage, public events
 2. Demolish and build a pavilion and concrete slab for programming, FOL book sales, public events
 3. Demolish, deal with water tank and landscape
 - c. A sub-committee to finalize the RFQ was created. Ellen, Amy, and Andrew will be the sub-committee members. Wayne will attend as well.
- 6. Unanticipated items – Ellen gave Andrew some edits to the Library Patron Conduct policy. Andrew will incorporate them and the Board will vote on them at the March meeting.
- 7. Next Meeting Date Wednesday March 11, 2020 at 6:00pm
- 8. Meeting adjourned at 8:46pm