

Trustees Meeting Minutes : March 25, 2019

Present: Jacquelin Apsler, Martin Dermady, Ron Chester, Kathleen Nichols, Peter Sugar, Barbara Myles, Lisa Rothenberg (minutes)

Meeting called to order at 7:35 pm

- a. Correction to minutes of Feb. 26 2019 meeting : Reason Martin Dermady is leaving the Board not due to school committee work, but feels that since his position is as representative from the Lincoln Schools a current parent should be appointed to the board. His children have aged out of the system. Kathleen asked that minutes be voted on in the April meeting so trustees have time to review them.
- b. Setting up Foundation – discussed at length later on.
- c. Meeting with A/C Engineers and/or Michael Louis of SGH. Neither representative was able to attend this meeting.
- d. Peter & Barbara spoke to Michael about combining building envelope assessment and the parapet water test for a pricing discount. Peter explained that SGH cannot combine both as there are separate subconsultants involved. As a result the cost will remain: \$20,000 (for building assessment per Capital Planning funds) plus \$14,000 for parapet. We only have \$30,000. We could try and get new bids and work with another firm, but SGH knows the building and they do good work.
We have \$17,000 in unrestricted gift funds and \$15,000 in state aid we can use to make up the difference.
Peter made a motion to use the funds to make up the difference, seconded by Ron. Motion to accept building assessment project at \$20,000 approved unanimous.
Parapets: Peter made a motion to accept \$14,000 cost proposal from SGH to examine the parapets to learn how and why they leak. Seconded by Martin Dermady: motion approved unanimously. Funds will be available on July 1 2019 (FY2020) estimated price will be honored by SGH.
- e. A/C Units:
Preliminary estimate was \$265,000 for construction. The engineers designing the project added enhancements (ventilation in attic, better controls) that sent the project way over budget. They then went back to the original plan and the cost estimates now coming in are roughly \$290,000 for the project. Need to see what the actual bids will be when they come in. The budget figure will not be included in the invitation for bid so that it doesn't influence competitive bidding. Jacquelin and the board are committed to doing the project this calendar year. Bid documents are being prepared and it will go out to bid in a few weeks. Jacquelin will contact Andy Payne from Fin Com to let him know what is happening. Have to wait to see the bids. They may be high due to market conditions.
- f. Foundation for Fundraising: Ron & Kathleen.
Ron reports that it's a chicken and egg type of situation. Need to hire a fundraiser to obtain the seed money to start a foundation, but need a foundation to raise the money to hire the

fundraiser. Ron estimates that a part-time fundraiser would be about \$45,000. We can't use any town or gift monies to start a 501c3.

Martin suggested going big – do a large capital fund raiser to fund all the complete redesign of the interiors.

Kathleen mentioned ADA goals to make the building more accessible as a way to draw people to the project.

Ron & Peter will ask lawyers they know about starting a 501c3 (cost and possible volunteer lawyer)

Peter said we need to have visuals to help sell the project.

Martin will volunteer to help the committee in the redesign process.

- g. Historical Display Case: Friends & Historical Society are both chipping in to fund the case; it will be opposite the front desk (where bench is).

- h. Code of conduct:

It was decided to leave in the children under 18 years of age and parental responsibility.

Will also add grounds to the ban on smoking & drinking in library.

Remove staff discretion when dealing with problems.

Trustees will continue looking at document and will vote next meeting. The staff will continue to format the code into a more pleasing document for patrons.

- i. Sarah Feather

Sarah is the new children's assistant librarian. The trustees welcomed Sarah (who could not attend) and look forward to meeting her.

- j. Buildings:

The phone in the elevator was installed bringing the elevator up to code. It only enables a call to 911.

- k. Trustees:

No idea who the new representative from the school committee will be, a person has come forward who is a parent and library user and has volunteered. The school committee will meet next month to vote.

Today was town election;

Dennis Picker was on the ballot to replace Jen James who left the board. He was the only candidate and should be sworn in on Tuesday, March 26, 2019

- l. Librarian's Report:

Barbara attended a 4 day session sponsored by the state for public procurement of goods and services to re-certify her MCPPO.

Friends annual lunch is now a brunch and will be held on a Tuesday so more staff and volunteers can attend. The library will have a late opening so staff can attend.

- m. Finance report:

The maintenance budget is affected by \$9,000.00 for netting for parapet and the phone in elevator (large expenditures.)

- n. Jacquelin mentioned assistive games as a way to spend large print fund monies, we will look into it.

- o. Ron reported that the Trustees of Reservation & deCordova Museum deal looks like it is going through; he most likely won't be asked to serve on the new board at the museum.

Meeting adjourned at 8:48pm

DRAFT