

Meeting of the Board of Trustees of the Jones Library, Inc. and the Town Libraries
Tuesday, July 27, 2010 - Trustees' Room - Jones Library

approved with
corrections 12/10/10
corrections
not
added
here

Trustees Present: Patricia Holland, Chris Hoffman, Emily Lewis, Kathleen Wang, Sarah McKee. Carol Gray arr. 7:08 p.m.

Library Staff: Sondra Radosh, Assistant Director; Tevis Kimball, Curator of Special Collections; Sue Hugus, Munson Memorial Librarian; Rosemary Loomis, former Head of Reference; Tina Swift, Business Office Manager

Public and Press. Ms. Kay Moran taped the meeting.

Called to Order: 7:01 p.m.

Minutes of April 6, 2010:

P.1, para. 4, March 22 minutes: Ms. Isman: After 'Ms. Isman said that schools' behavioral rules are' insert 'the same as the libraries.' P. 2, para. 2: '8 March' should be '8 April.' P. 2, para, 5; Delete sentence in bold.

Ms. Gray moved to accept the minutes of April 6. Mr. Hoffmann seconded. All Ayes.

Minutes of June 1, 2010:

P. 5, delete 'Vice president' after name of Carol Jeanette Gray.

Ms. Holland asked to have the same font used throughout. Ms. Isman and Ms. Gray asked that there be no updates in minutes.

Ms. Lewis moved to accept the minutes of June 1. Ms. Holland seconded. All Ayes.

Minutes of June 15, 2010:

P. 2, Director's Report, second bullet point: Delete 'Joint Capital Planning Commission carpet account' and substitute 'capital carpet account.' P. 3, first full bullet point, Ms. Isman advised that 'specs' should be 'contract proposal.' P. 3, Unfinished Business, fourth bullet point, Ms. Radosh advised that the 'Vampire Night' is actually a 'Special Effects and Disguises Night;' P. 4, New Business, second bullet point: Ms. Radosh advised that 'Claire Last Name Unknown' should be 'Clare Cooke.'

Ms. Holland moved to accept the minutes of June 15 as amended. Ms. Wang seconded. All Ayes.

Public Comment: None

President's Report: Ms. Holland shared a tin of Bear Breath Mints from her trip to Alaska, cinnamon flavor. Quite refreshing.

Treasurer's Report: Mr. Hoffmann reported that the Endowment, exclusive of the Woodbury Gift, stood yesterday at \$7,850,180.63; and that the Woodbury Gift stood at \$435,299.99.

Atrium elevator modernization: Ms. Isman reported that the Library has received the following proposals for the engineering services required to produce bid documents for modernization of the existing hydraulic type Atrium elevator:

- Lindgren & Sharples, P.C., of Springfield, dated June 25, 2010: **Fixed fee of \$4,800** for Phase I, Construction Documents; Phase II, Bidding; and Phase III, Construction Administration. Additional fee for Phase IV, Fire Department Inspection Coordination, at hourly fees based on the attached schedule and **not to exceed \$4,000;**
- Robt. W. Hall Consulting Engineers, Inc., of Agawam, dated July 23, 2010: **\$6,840** for Design Phase, including design of firefighters' elevator recall feature, through Construction Phase through final punch list preparation. This includes **\$1,500** to "prepare construction documents for competitive bidding" inclusive of design of firefighter's elevator recall feature, "work with you during the bid process, and provide construction phase services."

Ms. Isman reported Town of Amherst Maintenance Director Ron Bohonowicz's high opinion of Lindgren & Sharples, and the opinion of Assistant Fire Chief Zlogar that Lindgren & Sharples's Dino D'Angelo, who signed the proposal, is very responsible and competent. We would go through him if his firm gets this job. Apparently the Hall firm might take longer. Ms. Gray wanted to know when, after August 16, they would complete the bid documents.

Ms. Isman noted that the plans for the Jones Library are on-line. So both firms have access to them. She also noted that the Jones Library exterior paint job came in low: \$35,000 plus about \$4,000 in change orders. It's unclear whether the Town Finance Manager can OK our shifting some of the balance from the paint job to the elevator job, assuming that the latter's cost exceeds the \$50,000 appropriated, or whether the question must go to Town Meeting.

Ms. Gray moved to accept the Hall proposal conditioned on the firm's being able to complete bid documents three weeks from when Ms. Isman speaks with them, i.e., about August 20, and on their providing confirmation of this in writing. Ms. Lewis seconded. All Ayes.

Ms. Gray asked whether, for the future, the Library could get proposals immediately after Town Meeting appropriates the money.

Ms. Gray then moved that, if Hall does not come through with such confirmation within the three week deadline, we accept Lindgren & Sharpe's proposal. Mr. Hoffmann seconded. All Ayes.

Special Collections - Direct Digital Control (DDC) automatic temperature and humidity control system, and new humidifier: The recommendation for these is on p. 4

of Lindgren & Sharples's 9-page "Mechanical/Electrical/Plumbing (MEP) Facilities Assessment Report" for the Jones Library, July 27, 2010. In general, this report says that you're 20 years old, and things are wearing out. "The special collections area of the Jones Library does not meet [the Northeast Document Conservation Center's] 'Environmental Guidelines for the Storage of Paper Records' as "the environmental conditions vary widely from room to room within the space, despite ... thermostats in most rooms."

Spring 2010 Town Meeting appropriated \$75,000 of Community Preservation Act funds for new temperature and humidity controls for Special Collections.

Ms. McKee moved to accept Lindgren & Sharples's July 27, 2010, proposal for a fixed fee of **four thousand seven hundred fifty dollars (\$4,750)** to "produce detailed construction drawings and specifications necessary for bidding and/or permitting and ... provide controlled construction services for engineering services for Phases I, Construction documents; II, Bidding; and III, Construction Administration. Mr. Hoffman seconded.

Discussion: L & S proposes a schedule starting with Sept. 3, 2010, for the Notice to Proceed with engineering services. Special Collections Curator Tevis Kimball noted that we might have to change the specifications a bit because Special Collections may expand the storage area, now out of space, into the Reading Room. Ms. Gray: If we're basically talking about moving a wall, this did qualify for Community Preservation Act funds at Fall Town Meeting. We could get estimates for moving the wall.

Ms. Gray: Moved to accept the Lindgren & Sharples bid for drawing up these HVAC specifications if the proposed schedule can be flexible, and the price remains the same. Mr. Hoffmann: Seconded. All Ayes. Ms. Kimball will explore whether the space to be heated/cooled/humidified might be expanded, or whether more compact shelving for the existing space might expand capacity, etc.

Update on Jones Library slate roof repair: Ms. Isman reported that we have a contract with Roy S. Brown Architects of Wilbraham, MA, for preparation of the bid documents for emergency repairs. Mr. Brown had recommended the emergency repairs. Ms. Gray: can the work be done by winter? Ms. Isman: Yes!

Update on restoring and repainting North Amherst Library exterior: Architect Erica Gees of Kuhn, Riddle created, pro bono, the color chart of six chips to be used. She advises that the painter should scrape thoroughly; seal; then paint. Painter John Moore, who provided an estimate last spring, is redoing this to allow for any necessary lead paint abatement according to the EPA regulations that have since come in to effect, and for necessary carpentry repairs. He, Maintenance Supervisor George Hicks, and North Amherst librarian Maggie Spiegel will inspect the North Amherst Library's carpentry needs next Friday. Ms. Isman has also asked Exterior Cleaning Place of Worcester, MA, which is painting the Jones exterior, to bid on this job. She will also check with painter Harry Fisher. Ms. Gray asked about checking on whether lead paint is present before asking for quotes. North Amherst is old, however, and probably has it.

North Amherst Library insulation: Ms. Gray: There's almost no insulation on the roof. Even if we can afford only to blow insulation before winter, it's worth it. Ms. Isman: Architect Erica Gees found that WMECO wants to help us with rebates, as the library got burned on its last WMECO project.

FY2011 Funding Worksheet: We have \$2,600 to apply to FY2011, and decided by consensus to defer consideration of this. The memorial funds for Catherine Fuller, Martha Gage, and John Roberts were all unrestricted. Ms. Isman: We like to buy books with these funds and plate them.

This is the last year of the Library Services and Technology Act (LSTA) Grant.

The Annual Fund netted \$66,500, after about \$5,000 for expenses. Ms. Isman: It was the best ever!

Ms. Gray asked about upgrading the Maintenance Supervisor's position to Building Supervisor. Ms. Swift: The Town Manager is now bargaining with the Service Employees' International Union. Upgrading this position would take it out of the union. Trying to do so would be taken as bargaining in bad faith. Mr. Hoffmann thought it OK for Ms. Gray to call a lawyer to gather information about this as long as she does not say that she's calling on behalf of the board.

Ms. Lewis moved to approve the budget. Ms. Gray seconded. All Ayes.

ESL Fundraiser: Concert by Tim Erikson at Munson Memorial on Sunday, Sept. 19, at 7 p.m.

Annual Audit of Jones Library: Ms. Gray asked whether Romano, Pascucci are still charging the Jones Library the same as last year. Question was not answered.

Ms. Swift: Romano, Pascucci forgot to note that she'd been without information for about four months because of a Town computer failure. Also, they missed invoices for contractor Kirstin Kay. The FY2009 audit report might have been late because of a pregnant CPA. Ms. Swift sent an email earlier today asking the firm to close out FY2010. Over Library objections, Romano, Pascucci capitalized furniture and some other things that Ms. Swift does not do. It corrected some journal entries.

Ms. Gray: Could Ms. Isman ask Romano, Pascucci if it can complete the audit report timely this year for the same price? Tabled to the next meeting.

Re Accounting: Romano, Pascucci is willing to do the quarterly endowment accounting for about \$1,000. This requires an accountant with four years' training. Ms. Isman: With a gift from the Friends of the Library, for Staff Training, we hired CPA Karen Orszak of "Accounts Usable" to help Ms. Swift in using QuikBooks to check on the Library's recovery from the Town of corrupted data. Ms. Orszak also teaches accounting at Holyoke Community College. Her rate is \$80. per hour with a two or three hour minimum. Ms. Gray will check with ACTV and see what it pays its contract accountant.

New Head of Information Services: This is the new title for the Head of Reference, given the growing importance of technology and social networking / media. Ms. Gray: How was the skill set for the position description crafted? Ms. Isman: The professional staff, including the Heads of Reference and Adult Services, and reference librarian Janet Ryan, reviewed job descriptions from the Forbes Library in Northampton, from Colorado, and elsewhere. We are looking for a mix of skills, and have Hank Allen on staff for the technical aspects. Ms. Gray: One town's library has a Personnel Committee that works on job descriptions. What's in the description affects who applies. Mr. Hoffmann: In the job posting and interview you can get into Joomla (an open-source content management system), etc., but you don't get that specific in a job description. Ms. Wang: Technology moves quickly. If you get too specific, you're looking in the rear view mirror. She would recommend keeping 'innovative' in the job description and looking for a personality who WANTS to learn emerging technologies, is curious. By the time it's in a library, it's probably in a box that you can buy.

Ms. Holland moved to accept the job description. Ms. Wang and Mr. Hoffmann seconded. Five Ayes; Ms. Gray abstained.

Cataloguing entry-level position: Ms. Gray: Is concerned that this position was advertised without any opportunity for the board to weigh in. Ms. Isman: Cataloguing hours have been cut. The new position will be cross-trained to circulation, both children's and adults'. Mr. Hoffmann: Ms. Isman's job description says that she hires and fires, and he will go by it until it's changed. Ms. Lewis: Trustees do have a role in shaping positions, often with information that we get from Ms. Isman. It can be cooperative, not adversarial. She thinks that there should be a personnel committee.

At 8:50 p.m., Ms. Nancy Gregg, a member of the public, pointed out that the Library closes at 8:30 p.m. in the summer and the public cannot get in after that.

Mr. Hoffmann moved to adjourn. Ms. Wang seconded. Five Ayes; Ms. Gray abstained.

We will meet on Wednesday, August 4, 2010, in the Large Meeting Room to complete the agenda.

Documents discussed at this Meeting:

- Minutes of April 6, 2010
- Minutes of June 1, 2010
- Minutes of June 15, 2010
- Lindgren & Sharples, P.C.: 9-page "Mechanical/Electrical/Plumbing (MEP) Facilities Assessment Report" for the Jones Library, July 27, 2010
- Proposal for elevator dated July 23, 2010, from Robt. W. Hall Consulting Engineers, Inc.
- Proposal for elevator dated June 25, 2010, from Lindgren & Sharples, P.C.
- FY2011 Funding Worksheet
- Position description for new Head of Information Services