ADVISORY TO THE PUBLIC:
Pursuant to Chapter 20 of the Acts of 2021 and extended by Chapters 22 and 107 of the Acts of 2022, this Jones Library Buildings and Facilities Committee meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so via Zoom or by telephone. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means.

Public Body: The Jones Library, Inc. Buildings and Facilities Committee
Date: Tuesday, May 21, 2024
Time: 9-10am
Location: Zoom Webinar

You are invited to a Zoom webinar.
When: May 21, 2024 09:00 AM Eastern Time (US and Canada)
Topic: The Jones Library, Inc. Buildings and Facilities Committee Meeting

Please click the link below to join the webinar:
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Dial(for higher quality, dial a number based on your current location):
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Meeting Agenda

I. Call to Order (Welcome, Farah, Eugene, George, and Sharon!)
II. Minutes (11-21-23) *
III. Public Comment
IV. Monthly Buildings and Grounds Report
V. Backup Building Project Planning *
VI. Topics Not Anticipated by Chair 48 Hours in Advance
VII. Adjourn

Next Meeting: Wednesday, June 12, 2024; 9am; Zoom?

** Please note that the list of topics in this notice was comprehensive at the time of posting, however the public body may consider and take action on unforeseen matters not reasonably anticipated by the Chair 48 hours in advance of the meeting.
* Denotes handout(s) will be made available.
Red indicates vote required.
Meeting of the Jones Library, Inc. Buildings and Facilities Committee  
November 21, 2023  4:00 p.m.  meeting conducted via Zoom webinar

Members Present:  Alex Lefebvre, Farah Ameen, and George Hicks-Richards  
Also present:  Sharon Sharry and members of the public (4 attendees)

I.  Meeting called to order at 4:01 p.m.

II.  MOTION: To approve the minutes of October 17, 2023. Approved 3-0-0.

III.  Public Comment - none

IV.  Delivery Van Update – No update on the van. George worked with town hall to split up the purchase order and the charging station has been ordered and is on its way to the facility.

V.  North Amherst Library Building Project Update  
   A.  Still do not have a certificate of occupancy. We do have the lift and the roof is supposed to be fixed this week. Floor drops for power, computer, and phone are supposed to be ordered this week. The furniture is in place, and we were able to bring in books because the lift now operating. Still need to do more weeding of the collection since the space for the collection shrank. Think about 4 shelves worth of books need to be weeded out. Noted that some of the shelving got lost in the process. Miguel is building new shelves to be installed. The circulation desks are onsite and placed. Still waiting for chairs. Staff still need keys to the book drop so books can start being returned.
      1.  Need a systems overview with Town and Branch Head to know how to operate things.
      2.  Signage – previously had a flag that was at the door that is not accessible and so won’t be used anymore— worst case scenario could move the flag that shows the hours and days of service.
      3.  Where do the books that are being weeded go? Either Jones or Munson
      4.  What do we need to do about signage? Should be coming from the Town. Often happens after a project is completed so expect we will get that sorted out.
      5.  How many books does 4 shelves mean? It depends on if they are children’s, adult, etc. Maybe the equivalent of about 100 adult sized books.
      6.  What kind of chairs are we waiting to receive? George ordered a chair for the circulation desk. Believe the original patron chairs have returned except green lounge chairs because there is not enough room. George will know more tomorrow.
      7.  Who has keys and what is the process? There is a new book return that goes into the side of the building. Believe we will get the keys when we get the certificate of occupancy.
      8.  Do we have an overview of process and procedures with the Town? There is an MOU but will need to see practically how things go since this is new for the town to be maintaining and running the building. Believe they will need to clean and stock the bathrooms daily or every other day.
      9.  Would like to make sure the staff is clear about expectations, town responsibilities, and feel supported and have what they need so they are not shouldering additional work. As is done at the Munson, if people want to schedule the meeting room – need to direct people to town hall.
     10.  Would like to check back with staff after opening and then perhaps again at a later date to see what if any issues are arising, what conversations might need to be had with town etc.

VI.  Monthly Building and Grounds Report  
   A.  Contractors charged with moving plantings to Kestrel have been on site. Carol Pope and Kestrel were onsite overseeing the process. Have completed work and filled in holes. Not sure if they accomplished everything, they needed to accomplish but they have left the site as we requested with holes filled in, etc.
B. Sharon just signed a quote for work to be done on sprinkler heads. Mandatory exploratory inspection performed at a stated interval (every few years) where the pull a sprinkler pipe and check for corrosion. The cost of the test is a couple thousand dollars.

C. Is this the same test that was performed on the pipe next to the one that corroded and caused the library to close for 3 days? Yes.

D. Status of the HVAC control to be replaced. Still waiting on quote.

E. Status of the slate roof by staff room – has not been leaking. Will continue to monitor as fixing the roof is not a small patch job but a much bigger project.

F. Firebox inspections on the remaining 3 boilers – this was done through a scope. They did not take them apart as due to the age, taking them apart could cause more damage. From what they could tell the other fireboxes were solid.

G. Want to thank Myra Ross for speaking to the importance of accessibility at the library.

VII. Backup Building Project Planning: Bob Peirent (in charge of large capital projects for the Town) has toured the building and provided an update to the Kuhn Riddle accessibility/repair estimate. Wanted to clarify that the Western Builders quote came from a contractor and was a ‘list’ of minimum things required to be fixed. Kuhn Riddle took the Western Builders quote and looked at how to streamline and create a project as well as including the design for accessibility. No other updates from Town.

VIII. Topics Not Anticipated by the Chair - none

IX. Meeting adjourned at 4:31 p.m.

Respectfully submitted by Alex Lefebvre