

# JONES LIBRARY

NORTH AMHERST LIBRARY • MUNSON MEMORIAL LIBRARY

## NOTICE OF MEETING

Inhabitants of the Town of Amherst:  
You are hereby notified that there will be a meeting of:

**Public Body:** The Jones Library, Inc. Buildings and Facilities Committee

**Date:** Tuesday, June 21, 2022

**Time:** 9-10am

**Location:** Zoom Webinar

ADVISORY TO THE PUBLIC: This special Jones Library Buildings and Facilities Committee meeting will occur virtually via ZOOM and will be streamed live here:

You are invited to a Zoom webinar.

When: Jun 21, 2022 09:00 AM Eastern Time (US and Canada)

Topic: The Jones Library, Inc. Buildings and Facilities Committee

Please click the link below to join the webinar:

<https://amherstma.zoom.us/j/86081112439>

Or One tap mobile :

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Webinar ID: 860 8111 2439

International numbers available: <https://amherstma.zoom.us/j/86081112439>

## Meeting Agenda

- I. Call to Order (Welcome, Alex, Farah, George, and Sharon!)
- II. **Minutes (3-15-22; 5-24-22) \***
- III. Public Comment
- IV. North Amherst Library Building Project Update \*
  - A. June 2022 start date
  - B. 10-12 month project; multiple weeks to close/move
  - C. Interim in Mill District; 81 Cows Road
- V. Adjourn

*\*\* 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.*

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**Meeting of the Jones Library, Inc. Buildings and Facilities Committee**  
**March 15, 2022 9:00 a.m. meeting conducted via Zoom webinar**

Members Present: Alex Lefebvre, Farah Ameen, and George Hicks-Richards  
Also Present: Sharon Sharry, Nate Malloy (Senior Planner, Town of Amherst), Cyndi Harbeson, and members of the public (three attendees)

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- I. Meeting called to order at 9:00 a.m.
- II. **MOTION:** To approve the minutes of February 15, 2022. Approved as amended 3-0-0.
- III. Public Comment - None
- IV. Historic Preservation Restriction
  1. **MOTION:** That the Board approve the *Preservation Restriction Agreement (HPR)* between the Trustees of the Jones Library, Inc., and the Town of Amherst. (Approved 3-0)
  2. Nate - ongoing project for maybe 5 years. Library took CPA funds to make capital improvements, one of the requirements is a permanent restriction on the building and property. Because the Town uses a permanent restriction it must be approved by the State. Originally used a local version that the Town, Library and Amherst Historic approved, but state did not approve that agreement. Has taken this long to get to a restriction that everyone has approved. The restriction is on entire property but makes clear that only 1928 building is significant. It allows for removal of 1990 addition, Amherst Historic would need approve the design but MA historic does not get involved with administering approval. The Library and Town have some relationships that our atypical to most HPRs and we needed to go through the insurance and other sections of the standard state agreement to reflect the relationship more accurately.
  3. Once this HPR is recorded we won't need to have another one recorded. For example, the Library is approved for CPA funds for the Special Collections as part of the renovation and expansion. We do not need to record another HPR for that work. There might be an amendment to the existing document that would cover future funding but for the renovation and expansion won't have to do all over again.
  4. Amherst Historic Commission will be voting as well as Trustees of Library on this HPR.
  5. Nate commented that the Town was careful to name the 1928 building in the HPR so that the restrictions will always be looked at through the lens of the 1928 building. The document provides a clear framework for review. Noted that in the HSR report, the author said probably best to remove dogwoods etc. because they are blocking the view of the historic building. HPR does not dictate this needs to be done, but if Library decided to remove then it would be subject to the HPR. Typically, minor landscaping is not reviewed but major landscaping is reviewed by the local Historic Commission.
  6. Clarified that the HPR does not require the Library to return the building to period of significance or obligate the Library to put back to original state. The restriction is only on the outside as seen from public ways.
  7. Clarified that sometimes restriction can be viewed informally rather than formally to make the process smoother. Once there is a plan, that would require formal review local Historic Commission.
  8. Kinsey Garden removal would be subject to review because it is major landscaping change - in order to start review, need a plan what does that mean relative to moving the Kinsey Garden? Library could send a letter with possible mark ups.
  9. If the Library submits something, the committee will review in April. Include information about what is the extent of the garden, agreement, and approval to do this already.
  10. Question regarding view from CVS parking lot. Is this a public way? CVS parking lot is public property but necessarily a public way.
  11. Expressed concern that HPR includes landscaping and gardens beyond language that assures that landscaping will not impair the visibility of the building. HPR is for historic exterior of the building. The Kestrel Land Trust

proposal for the Kinsey Garden is a perfect example of where this becomes problematic. The removal of this garden in no way impacts the historic values of the Library and yet, this HPR as written would require the Historic Commission to approve to this move. The addition of new gardens with the proposed project makes sense to be under the purview but how does the removal work?

12. Nate commented that MA Historic standard guideline includes property, and he doesn't believe it can be changed. Commented that he did not think the Kinsey Garden would be a complex review and the Library could provide some photos of what constitutes the garden and what is anticipated to be removed. Do not need to have a plan for replacement as one does not exist yet.

#### V. Historic Structure Report Analysis

1. Looked at guidelines and the standard in HSR.
2. Items in purple are recommendations from the HSR.
3. Since historic tax credits will be sought on the project, all work will be required to comply with the secretary of interior's Standards for Rehabilitation, which are the items listed in blue. They parallel the recommendations of the HSR but in more broad terms.
4. Without an architect on board to bounce questions of, it was difficult to make classifications. HPR is focused on outside and HSR was primarily focused on the inside.
5. Next steps?
  - any work to exterior already controlled by HPR;
  - any work to interior elements, not controlled by HPR but will need to be maintained for the future (understanding any additional ongoing maintenance costs/issues stemming from those decisions);
  - ideally the Board would provide guidance regarding priorities related to the HSR so if we are faced with choices due to potential costs escalation, there is a roadmap of sorts;
  - Decisions should be made by working with the historic tax consultant to help guide the plan;
  - George to work as liaison to Design Subcommittee to make sure decisions are informed by potential increased costs or maintenance requirements for the Library after the project is completed.

#### VI. North Amherst Library Building Project Update

1. Want to recognize that while the Town project to expand the north Amherst building is a welcome project, the timing of the project created additional workload challenges for our staff and Library Director. Both the work required during COVID as well as the Library's building project have taken and will continue to take immense amounts of work and time. Want to express deep gratitude to both the Library Director, Cyndi, George and the North and South Staff for the additional amount of work that has been taken on to plan this move, determine how to offer temporary services, and to determine how to reconfigure the Library to work in a space that has a reduced capacity.
2. Reviewed Branch Merger Plan document in meeting packet.
3. Library Director met with Paul yesterday, everyone will meet after bids are open on March 25 and will talk more about supply needs and technology needs.
4. Cyndi - move staff and collection of NAL to Munson while under construction. Most of collection is going to be in storage there and will try to circulate some, especially new books, and highest circulation items. Use lower level of the Munson. Use Munson Hall to store remaining items, need to figure out how to keep space available as polling precinct. Close both Branches for a week to facilitate move. Expand open hours at Munson. Close for a week and move back. Construction won't begin until June at the earliest. Current proposal is to do the move at the end of May.
5. Question about mold? Sharon met with Paul and Jeremiah - Jeremiah went to building and found mold on duct work that was taken care of immediately. Believed issue was around condensation rather than leaks. Some mold forming under a window which will be cleaned up. Larger room that contains a dehumidifier that was not running. Turned back on and musty smell gone. Inspected and did not find mold. Going to purchase a humidity sensor to determine range - want between 40%-60%. May purchase additional dehumidifiers if needed.

6. Reviewed plans and determined how much shelving will lose. If able to do some minor adjustments to the plan, think we can solve that issue. Lose shelving Location B, C, and D. Location A losing a bookcase but not in a very useful place. Losing magazine storage in B and shelving for fiction. Hoping can put magazine storage on end cap. If instead of 2 staff desks, have 1 with shelving, that would house part of adult collection, otherwise will have to weed 300-400 books. Location C - there are hanging shelves with hooks. Looks like there was shelving there prior, think can add some shelving - takes care of the loss in the children's area. Add second staff desk in Location A and a closet (believe door will be nailed shut in the current plan).
7. Sharon will bring these plans to Guilford and Paul and hope that Town will take care of the needs within Town budget.

VII. FY23 JCPC Update

1. JCPC had additional questions about the shelving. Want to make sure shelving for archive is not a duplicate of what is being requested in CPA funds. It is not a duplicate and Cyndi is in the process of creating a response for JCPC. The figure for special collections does not include the entire cost of what it will take to create special collections. FAA created estimate of costs for Special Collections.

VIII. Kestrel Land Trust Proposal Update

1. Sharon will work with Kestrel to put a proposal together.

IX. Meeting adjourned at 9:59 a.m.

Respectfully submitted by Alex Lefebvre

**Meeting of the Jones Library, Inc. Buildings and Facilities Committee  
May 24, 2022 9:00 a.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 (one attendee)

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- I. Meeting called to order at 9:00 a.m.
- II. Minutes (3-15-22) - Not included in packet - to be approved at next meeting.
- III. Public Comment - None
- IV. North Amherst Library Building Project Update
  - A. The contractor was chosen and documents have been signed. The project has a start date in June of 2022. There will be a ground-breaking with a date TBD. Expect the project to take between 10-12 months. One change since the last conversation is that the interim location will now be in the Mill District. The Mill District donated a space to the Town to house the temporary Library while the Town building is under construction.
  - B. The architect and Guilford assured us that we will have a closet, a stand up computer nook, and a couple of desks for the staff.
  - C. Do we know what portion of the collection will ultimately be lost due to space constraints from the changes to the building? Do not know all of the details yet. Since project is now 10-12 months, we will continue to work on what that will look like.
  - D. Will Town be providing shelving for the space? We don't know yet.
  - E. Do we know when project will start and when we need to move? Not yet. Will finalize details beginning of June.
  - F. Question about who manages the move? The Town. Discussed that while the Jones building project is a Library project and has funding allocated in the budget for moving and relocating, the North Amherst Library project is a Town building and Town project but does not have funding for temporary Library services.
- V. Kestrel Land Trust Proposal Update
  - A. Great meeting with the Historic Commission. Jane Bryden with Kestrel attended and helped answer questions. The move of the Kinsey Gardens plants and hardscape was approved by the Historic Commissions. Kestrel will let us know when they are doing the root pruning. Expect it will be happening soon. Some of the trees are tagged but not sure all of them are tagged yet
- VI. George Hicks wanted to let people know that the air conditioning is scheduled to be turned on May 31st. Change over process to turn on the AC is a bit stressful and an all day process. It is one of the times where things with the system can and do fail.
- VII. Question if turning on the AC at the Munson and NAL are a similar process. No, it is much, much easier to get AC on because they are smaller buildings. NAL has central air unit so just flip a switch.
- VIII. Adjourn

Meeting adjourned at 9:12 a.m.

Respectfully submitted by Alex Lefebvre



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## 81 Cowls Rd.



# North Amherst Library

| Day       | Hours                  |
|-----------|------------------------|
| Monday    | 3:30 p.m. - 7:30 p.m.  |
| Tuesday   | 10:00 a.m. - 2:00 p.m. |
| Wednesday | 3:30 p.m. - 7:30 p.m.  |
| Thursday  | Closed                 |
| Friday    | 10:00 a.m. - 2:00 p.m. |
| Saturday  | 10:00 a.m. - 2:00 p.m. |
| Sunday    | Closed                 |

**81 Cowls Road  
Amherst, MA 01002**

