

VI. **North Amherst Library Building Project Update:**

- A. A mandatory walk through is scheduled on 2/18 with contractors who are interested in bidding on the project. The project is projected to be completed within 3-6 months of the start date. Will have more information on the timeline once we receive bids from the contractors.
- B. Both NAL and Munson will close for about a week to make the transfer of furnishing, collections, etc. Staff will work out of Munson. Will almost double the open hours at the Munson. Town Manager has authorized using the hall and the lower level of the Munson for collection, computers, and staffing.
- C. Cyndi - hoping to be able to set a date to move forward because everything is uncertain. Don't want to move too early and have NAL empty for too long. Once have the dates, have the time period mapped out.
- D. George - from time job is advertised and do walk through, typically 2 weeks before all proposals are received. There is always the possibility none of the proposals come in on budget and would need to review. Moving will be done by Library, DPW, and town staff. Primarily collection will be located downstairs because worried about weight load of books on hall.
- E. Do we think this would start in April? Town Manager has said May 1 start date is optimistic.
- F. Planning to set a date for the move once we know more - if we had two weeks to prepare and then close for a week. Staff is ready for the move when town gives it a go. Will meet with Paul and Guilford after the timeline.
- G. Received an updated floor plan that reflects what bookcases or other sections of the library will be moved or lost due to the addition of the meeting room and bathrooms. - they are still reviewing and will discuss with this committee in a future meeting.

VII. **Facilities Report:**

A. FY 23 JCPC

- 1. Did not go through normal chains of approval through B&F because Town changed over to requesting in the fall. Will be back in the normal process through B&F for future budgeting.
 - 2. FY23 request includes shelving for special collections, money for new delivery van, and money for Jones repairs (emergency slush fund).
 - 3. IT requests - IT department advocates for Library IT budget. When the Director reviewed the IT budget requests with the IT department - he said what he asked for would cover this amount.
 - 4. Furnitures, Fixtures & Equipment line of building project budget is ineligible for MBLC grant but is included in the overall budget of the project. The building project does not include all needs.
 - 5. Why are we updating equipment every year? Ideally you want computers being used by the public to be replaced on a schedule. You want to rotate computers on a staggered schedule for replacement rather than replacing all of them at the same time. This is consistent throughout Town. In addition to computers, other things like wireless access points, printers, and other equipment that gets rotated out. Town is moving to fiber optic and is replacing all associated equipment. No impact to our budget. Town is an incredible partner when it comes to technology.
- B. HVAC Repairs/Budget System repaired but invoices are still coming in. No other breakdowns at this point. Concerned about change over to AC because it taxes the system and worried about additional problems as we have one more fiscal year in the building.
- 1. Roof Repairs/Budget
 - a. Local contractor to repair for \$5k or less. Work has not begun yet. Above Special Collections where old building meets new, if there is a heavy rain, it leaks. Roofer gave a quote without inspecting the job. Showed up to do the work and was shocked to realize the scope of the work. Do not expect them to come back and will likely have to find another contractor. Collection is not in danger. Have taken precautions to protect collection.
 - b. Do we have a regular contractor? Yes, we have a list of regular contractors; electrician, plumbers, etc. But when it comes to roofing have both a modern roof and a slate roof. Finding someone willing to do a small job but on a big commercial building is difficult.

- c. Special Collections - request made to JCPC is for moveable shelving to be placed in the exhibit room. Would move the collection out of the space where leaking is occurring and into the exhibit room. The reading room would remain the reading room. Shelving can be reused in the new building. The room where there is Special Collections has HVAC above it and has been a problem since installation.
2. Van Repairs/Budget
- a. The van is on its last leg. It was towed away last week. Did as many repairs as possible in house. The fuel line above the engine ruptured. Will be repaired but fuel line is available only through Ford dealership. Will take 2 weeks to get the part. Will use personal vehicles to do deliveries as done in the past. If we get approval to replace it likely not until the next fiscal year so will have to continue to repair and use personal cars until we can replace the van. It is a 2006 van in municipal use and is at its end of life. Asked if we are providing a mileage reimbursement when staff are using personal vehicles. Yes at the standard industry rate. Not all employees take advantage of it. Requested that employees using their personal vehicles receive information that clearly explains the availability of mileage reimbursement and that it goes toward wear and tear on their vehicles as well as gas and should be taken advantage of if they are using their vehicles.
 - b. Budget runs from July 1 - June 30. Expected construction start is July 2023 - one full budget year more in current building. 4 1/2 months left of FY 22 budget and have spent approximately 70% of budget. The expectation was that this project would have already been well underway. Each of the last three budget years, we have spent more than what was budgeted. This is not due to lack of planning. In fact, the deficit has decreased each year as we have budgeted ever larger amounts each year. The actual expense are always unknown as systems are at end of life and we cannot predict what will fail. The Director and Facilities Manager have done an excellent job of trying to forecast for the budget, however any deficit comes out of the Endowment draw. When we spend more on maintenance than there is less available for materials.
 - c. Do we know where Special Collections will go in the future? Could we just move those materials into the new space? Do not know yet where Special Collections will be. Have OPM on board but don't have designer on board yet for the project.

VIII. Historic Structures Report

- A. The Board of Trustees requested this committee review the recommendations made in the HSR. It appears the recommendations are likely to fall into one of three categories:
 - 1. Recommendations to be considered as part of the current Library project - those should be looked at by the Design subcommittee of the JLBC
 - 2. Recommendations that already exist due to the HPR on the Library - no real change in policy needed
 - 3. Recommendations that would lead to new or ongoing care and maintenance requirements and/or would impact future building renovations or the flexibility to rearrange the Library spaces as may be needed in the future - recommendations to be made by this committee
- B. Requested that Sharon, George and Cyndi review the recommendations to determine where each recommendation would fall in these three categories as well as providing thoughts/comments about the recommendations to the extent that they might either negatively or positively impact the staff's ability to provide Library services safely and efficiently and any benefits or concerns about long term wear and tear or maintenance costs.

IX. Strong House Bus Stop

- A. There was a request at our last Board meeting to consider having Library staff shovel the bus stop nearest the Jones Library.
- B. Who in Town is responsible for shoveling bus stops? Asked the BID - they said the business owners throughout town are responsible for sidewalks and DPW is responsible for benches and bus stops.

Appreciate the proposal request, but the Library is already understaffed from a maintenance perspective trying to maintain a building and systems past their life cycle. Have three maintenance staff but only one maintenance person scheduled to be on at any given time. Adding additional responsibilities on the maintenance staff would be a difficult ask.

- C. The bus stop is on the far side of the Strong House property. It is the responsibility of DPW to clear the bus stop. It is not a paved bus stop. PVTA is responsible for bus stops that have a housing. If we shovel it, it would also need to be maintained. Have over 600 linear feet of sidewalk on our property. Over double that of any other business downtown. We don't have the staff to take on additional work.
- D. What about days Library is closed? Maintenance staff works and clears any way because they are considered essential staff.
- E. Also concerned about what if any liability the Library incurs if we begin shoveling and someone is injured.
- F. It does not make sense for the Library to take on the additional work and potential liability of shoveling the bus stop but we can advocate with the DPW to make it a priority to assure the bus stop is being cleared.

Meeting adjourned at 10:02 a.m.

Respectfully submitted by Alex Lefebvre