

Meeting of the Jones Library, Inc. and the Town Libraries' Board of Trustees
March 16, 2021 10:30 a.m. meeting conducted via Zoom webinar

Members Present: Austin Sarat, Lee Edwards, Alex Lefebvre, Tamson Ely, and Chris Hoffmann, Bob Pam
Also Present: George Hicks, Lewis Mainzer, and members of the public

- I. Meeting called to order at 10:31 a.m.
- II. **MOTION:** To approve the minutes of February 8, 2021. Approved 6-0-0.
- III. **Public Comment:** None.
- IV. **President's Report:**
 - A. Update on MOU with Town - negotiations have begun and will continue. Working on how to get to a place where the Town Council will be satisfied they have enough security in what we are promising and the Board is also satisfied. Had a meeting this morning. Asked if the Town lawyer felt there was a conflict of interest in representing both the Town and the Board. She did not feel there was a conflict. If at any time we feel there is a conflict, we can always ask for our own lawyer. Hoping to have something at least in draft by the end of the month. Will continue to report back as this develops.
 - B. Date of Next Board Meetings: March 30 and April 13 at 10:30 am. Possible we may need to have other meetings depending on the development of the MOU with Town.
 - C. Sharon will be out all of this week. Thank you to George for all of his help.
- V. **Committee Reports:**
 - A. Building & Facilities
 1. Met on March 4 to discuss the Air Exchange Rate Study and update on NAL.
 2. Air Exchange Rate Study (George Hicks, Facilities Supervisor):
 - a. In the fall, initiated study to determine air exchange rate for each room in the Library. The study was done in response to assessing our ability to reopen due to COVID. An independent contractor was hired to conduct the study. Once the study results were received, George met with our HVAC consultant to review the study.
 - b. The study shows that many of our systems fall below the recommended standard of 6 air exchanges per hour, with 2 of those with outside air. Bathrooms should be 10 air exchange.
 - c. The bulk of the problems stem from our pneumatic controls. They were poorly designed when new, they are well beyond their life expectancy, they are not made any more, are difficult to service and difficult to find parts.
 - d. The age of system is problematic.
 - e. There are 3 issues we are looking at trying to address:
 - i. there is a non-functioning air handler that services the 1990s portion of the building;
 - ii. non functioning exhaust fans in the public restrooms;
 - iii. staff restrooms have some air exchanges, but not what they should be.
 - f. Currently waiting on quotes to be received for those items listed above. Suspect that the air handler likely very pricey but cannot throw out a dollar figure yet.
 - g. Based on the study and in consultation with the HVAC consultant, the Library cannot cost effectively bring the HVAC systems and air exchanges up to the standards required.
 - h. One route is to upgrade filters to MERV 13 filters (we currently have MERV 8). For portions of our system, it is too old and the filters are the wrong size. Larger issues is that upgrading to these filters will cause air blockage and actually result in our systems shutting down and/or doing a worse job of filtering air (it would actually make things worse).

- i. Instead, looking into portable HEPA air filters for both staff and public spaces. Spoke with the schools to find out what they are using. Town was not involved in purchasing for schools and they don't purchase for town property. Will be putting together how many we would need, the cost to outfit building, and then will take to town to see if it can be funded under CARES Act.
 - j. The bathroom vents - the independent contractor could not gain access to the equipment. We know they are not working but don't know why. HVAC contractor helping to look into why
 - k. Part of larger discussion around re-opening.
 - l. If there is going to be a shut down of the building and a partial demolition within a year, does it make sense to lease rather than own? Does it make sense for us to look to other Town facilities that might have a need for this if we don't?
 - i. Started with the school department. Don't want to make a big expensive purchase that will only be used for a year or less. If we purchase, it will be done with CARES funding and would be considered owned by Town. Assume we would either offer back to the Town for surplus equipment and/or used in the Branch.
 - m. Are there parts of the building we could make accessible to the public without all of the building being accessible by doing partial repair?
 - i. Because of the way the HVAC system is designed in the building, it is all interdependent on takes into account the entire building envelope. All connected by water piping or controls. Only effective thing can do now is supplement with portable HEPA air units. Tasked with finding out cost for portable air filters for the entire building but that allows us to look at portions of the building.
 - n. Looking at portable air filters and using a formula to determine what size and how much airflow needed, go by ceiling height. Think the atrium and fiction with vaulted ceiling will need multiple units or unable to make up to that standard.
 - o. Does it matter what we can achieve when we are in parts of the building with windows and what does that involve?
 - i. There are many studies and no definite answers but science is leaning toward if going toward opening a window, you need to have a certain airflow. If you open one need to have another so you create an intake and exhaust situation. When you open windows also impact humidity changes and how that impacts COVID but also how it impacts our collections.
 - p. Is the Town Health Department involved in helping to think about these problems? Not really. More of an engineering problem.
 - q. Have always had air quality issues in the building since 1990s addition. Study really reflects the results of all of our equipment being so old and how important to replace systems.
 - r. Next steps...
 - i. asked last week for quotes for repairs felt we could do, hoping to hear back in the next few weeks
 - ii. asked last week for information from schools on portable air filters, will follow up but may have to do own research
 - iii. Hoping we may have a sense of things in the next couple of weeks.
3. North Amherst Library Expansion Project Update:
- a. Participating in an advisory board on the NAL. Advisory only, Town Manager is responsible for decisions. Review of preliminary designs seemed to be well received. Pointed out from a library perspective a few things we wanted to keep front of mind; who will maintain landscaping/involvement of our volunteer; bathrooms non-gender; net zero required?; look at embodied carbon?
 - b. Will there be a building committee? Do not know the answer. Can we ask about a building committee and representation on that committee?
 - c. Has there been a discussion, what will happen during construction to library services? Not that I am aware of.

- d. What is the timing on this project? permitting phase 2-3 months; once permits in hand, approval to moving into Design and Development 2-3 months; construction documents to public bid (expect late June/July)
- e. The project has preliminary MAAB review - they don't know the variance yet required and we will need to keep tabs on possible impact to library portion of space. Trigger for accessibility is \$156,750.
- f. Garden Advisory Committee - do not believe they have been meeting since moved into COVID meetings

B. Budget

1. FY 21 - 9 months of the year, have not run out of money. Received money from the Friends. Now standardized into twice a year calculation. Fundraising through 12/31 received. Next one after 6/30. ~ \$85k received and will continue to spend throughout the year in addition to funds, think will also include state aid.
2. FY22 - draft budget summary has been prepared by the Library Director. Will continue to discuss at budget committee meetings.
3. Based on assumptions working with for next year's budget, is the Library budget in reasonable shape? It is in good shape for a typical year. Prediction is draw from Endowment will be at its normal level of 4%.

C. Investment

1. Walter Dickinson fund will put into investments.
2. Endowment just over \$9M on 12/31, January down, February went up. Not anticipating any major changes because the stock market has done better. Endowment has a higher allocation to stocks, likely will not need a rebalancing yet.
3. Woodbury Fund is just about 5% under on its bond allocation which may trigger a rebalancing.
4. What is the largest amount the Library has ever had in its Endowment? \$9M - One large chunk removed when Woodbury Fund was separated. Otherwise has operated on earnings and contributions. Maintaining a slightly less risky formula than some might use, but is appropriate given our size and profile.
5. Want to make note of good performance of Endowment. Given that we are at a high level. Could or should we think about removing some of the funds from the Endowment to create a contingency account. Instead of going 4%, take amount over 4% to be drawn upon as the Library needs it.
6. How would those funds be held? Amount we draw on Endowment is a response to what we need to maintain a balanced budget. At those times we need more, it acts as a reserve fund as we draw down what we need. Asked Budget Committee to consider this type of idea.
7. Create a separate line in budget for say maintenance reserve. In past years, used State Aid as a reserve account.

D. Development

1. As of today \$130,022 from 904 gifts, compared to last year of \$101,722 from 811 gifts. On track to meet the goal for the year of \$150,000.
2. To date, received pledges of \$1,107,850 44 gifts are \$5k or less; 10 gifts more than \$5k.
3. Are pledges linked to particular time periods? Linked to a 5 year time period. Some will give entire pledge at once but 'the ask' has been to pledge over a 5 year time period beginning in June/July of 2021, in hopes of Town approval of project.
4. Structure of pledges - Year 1 of pledge is upon acceptance of Town of grant, year 2 on or before June 20, 2022, etc.
5. Is timing of pledges for larger gifts the same or different? One of larger gifts was secured before using this pledge form, not entirely sure without checking but majority are using pledge forms.

6. Do we have an anticipated cashflow document? Believe that co-chair has this worked out to some degree. Can discuss at next meeting.

E. PPP

1. PPP has not met, but Town Personnel Board did meet for the first time in months. Town is not obligated to raise minimum wage but Town voted to raise minimum wage. Want to thank Library Director for her advocacy around raising the minimum wage to \$15.

F. Director's Report

1. How are we advertising services and could we do more?
2. As we prepare for temporary space, any collections that would be weeded out, could they be sold?

Meeting adjourned at 11:47 a.m.

Respectfully submitted by Alex Lefebvre