

**Meeting of the Jones Library, Inc. and the Town Libraries' Board of Trustees**  
**April 13, 2021 10:30 a.m. meeting conducted via Zoom webinar**

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

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- I. Meeting called to order at 10:31 a.m.
- II. **MOTION:** To approve the minutes of March 30, 2021. Approved 5-0-0 (Pam absent).
- III. **Public Comment:** None.
- IV. **President's Report:**
  - A. Date of Next Board Meeting - May 14, 2021 at 10:30 am
  - B. Bob Pam joined the meeting 10:35 am
  - C. Library Director reached out to attorney, Jay Driscoll, waiting to hear back from him. Will need to be an agreement signed to engage him. In the meantime, have learned from the broker, that in fact if we are not the owners of the building will not be eligible for MA Historic Tax credits. The standard MBLC agreement will need to be modified or altered in some way (typically requires applicant to have title to the building or a 99 year lease.)
  - D. Continuing to plan so ready in the eventuality that the voter's veto does not proceed. MBLC will put on agenda for May meeting (formal approval of grant). Would go through contracting process with the state. Need to keep moving forward with assumption will proceed so everything is ready to move forward in a timely manner.
  - E. Voter Veto petition - public concerns expressed regarding escalation and delayed payments from MBLC.
  - F. Building Project Timeline
    1. Timeline prepared by OPM. Differs slightly from what architects issued previously. Timeline is fluid. Current timeline, blue line is design phase. OPM is hoping the blue line will shorten to allow us to start construction in Spring. For cost savings want to shorten this as much as possible. Design will be supervised by a Building Committee (Trustees, representatives of Town, and citizen representatives). Building Committee will be working with architects and OPM reviewing first iteration of designs and reporting back and making recommendations to Trustees and Town. Successor to Feasibility Committee. Working with Town Manager on what the committee will look like; will be likely a smaller committee for efficiency but will also contain subcommittees.
    2. Bid phase is fairly quick. Staff will be packing up moving into interim locations. Town Manager is willing to let us use the entire Munson building.
    3. Construction phase is a projection; could be shorter.
    4. Green line is FFE, moving back into the building and getting it ready. Close out phase; punch list, certificate of occupancy, grand opening.
    5. Board will be presented with a staffing plan, alternative sites recommended for Board approval.
    6. George Hicks - lots of determination around what will be moved, what will be stored, what will be thrown away. A lot of cleaning, weeding, likely not able to store in the building during the construction. Expect won't be able to use typical library moving company for special collections. Determining what furniture is part of collection versus not.
    7. How does COVID impact on this process? All work is done in a different way, masking, social distancing and safety protocols. Due to slower pace with safety protocols, part of the desire to be looking at things sooner rather than later.

8. What have we learned from other libraries around this process for temporary location? Every project is different. There will be bumps along the way that we will need to deal with. Feel the OPM and architect hired are very experienced and will be a true asset during this process.
9. What adjustments to staff and workflow will be needed during this process? Thinking about need to discuss in PPP meeting a plan for how work will be allocated and done.

V. **Committee Reports:**

A. Development:

1. Board met last Friday, nothing new to report since that date. Still receiving donations, just don't have updated numbers since Friday.
2. Will events like the Sammy's happen during period constructing the Library? Yes, that is the thinking. There will also be events specifically in connection with the building project.

B. Buildings & Facilities:

1. Have not met since last Board meeting. Director's report will provide additional information regarding air quality needs and funds from the CARES Act.
2. At what point are suggestions to design transmitted to the architects? Would be part of Design Development phase.
3. Tent is back up at the Library - Director will discuss further in her report.

C. Budget:

1. In contact with BOA, current Trustee of Walter Dickinson Trust, have all paper work required to proceed, expect 2-3 weeks for them to transfer the assets to the Endowment, not provided amount over the phone but believe it is an amount in excess of \$130,000.

D. Investment:

1. Vanguard has not provided a monthly or quarterly report for period ending March 31. As of yesterday, Endowment value was \$9.4M and Woodbury just under \$775k.
2. Since contemplating the possibility of doing a short term withdrawal, should we be tightening the guidelines for allocation for the short term so there will not be large shifts that occur during short period? Stock market is doing so well, allocations are substantially higher than allocation model. For example, Woodbury Fund, in excess of 5% above asset allocation model for stocks; probably should be adjusted even though not month end.

E. PPP: Have not met since last Board Meeting.

VI. **Director's Report:**

- A. Director and George Hicks would like to aim to reopen the Jones, Tuesday, June 1. Details still to be worked out and would bring official plan to PPP. Library Director has authorized George to move forward with repairs. Working with Sean Mangano to get air purifiers through CARES act.
1. Don't have a formalized plan but thinking that all floors would be open, including bathrooms, putting up plexiglass barriers, requiring masks, social distancing, rooms labeled with capacity limits, have a greeter. Amherst Health Director clarified need to take names for contact tracing, first and last name and telephone number. Internet terminals inside with option to use laptops outside under tent. Programming would happen outside under the tent.
  2. Possible reduction of quarantine time to 24 hours (note to Health Director to get her thoughts on reduced time for quarantine of materials);
  3. Tutor rooms could be used as staff offices;
  4. Amherst and Goodwin Room for ESL tutoring;
  5. Hours - 1-5 M, T-Sat 10-5 (because need additional time for staff cleaning);

6. Air purifiers - only earmarked for spaces deficient that did not fall into 6 air exchange rates per hour, we specified needs; portable units does not increase outside air but increases air exchanges; (this is with Town; don't have a timeline, if units are available, will CARES cover, etc.);
  7. Air handler - don't have quote yet (expect in next week or 2);
  8. Bathroom exhaust fan repair \$5k - fairly easy repair;
  9. Do we need another survey for \$20k to confirm these measures worked?
  10. Eliminate seating in the Library because don't want gatherings. All seating stored primarily in Goodwin or Woodbury Room.
  11. How are these repairs being paid for? Restroom exhaust and air handler are building repairs and would come out of our building repair fund. CARES funded first air exchange study, hoping they could fund a second. Don't know timeline of repairs and when we would get air purifiers, how long would building be open before closed for temporary move?
  12. Primary function would be reference questions, borrowing, browsing, every other computer station would be open. Won't be monitoring how long people will be in the building.
  13. Town of Amherst buildings will be opening in April. Library needs one month to switch services from outdoor to indoor. Branches will remain outdoor. NAL is too small for more than 2 staff members. Munson - will work with the Town and conversation goes hand in hand with Town opening the hall.
  14. Other libraries across the state are experiencing lower occupancy levels. People are coming but not necessarily want to stay.
  15. Could we see a plan that looks at our most vulnerable population through the pandemic and how do we offer up services around these needs? Building as cooling station, maximize computers and internet access, pre-K programming or teen programming, etc. Could we work with Historic Society to use their space for additional programming? In the past Historic Commission has had concerns around liability issues if setting up formally. If just sitting on the lawn, have not been a problem in the past.
  16. Once vaccinated, does that change thinking? Town is not requiring employees to be vaccinated, but encouraging. Amherst College when people want to come on campus must answer; yes vaccinated, no or not comfortable sharing. Wondering if Town would have a similar desire to gather information in a voluntary way.
  17. Currently no volunteers in the library but would contemplate having them come back if re-open.
  18. Suggest chair of PPP work with George and Sharon on a plan to be developed and presented to the Board.
- B. NAL - hoping to start construction in the Fall and construction takes 3-6 months. Will be scheduling a B&F meeting to discuss the changes at the building around staffing, costs, etc. due to the increased space in the building.

**VII. Friends of the Jones Library System:**

- A. At the Friends Meeting, discussed going to opening of events like the Farmer's Market etc. to discuss the value of the renovation and expansion and to be forgiving among the opponents of the project.

Meeting adjourned at 12:10 p.m.

Respectfully submitted by Alex Lefebvre