

Meeting of the Jones Library, Inc. Buildings and Facilities Committee
April 25, 2023 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 (4 attendees)

- I. Meeting called to order at 9:00 a.m.
- II. **MOTION:** To approve the minutes of March 21, 2023. Approved 3-0-0.
- III. Public Comment - none
- IV. Delivery Van Update – no updates
- V. North Amherst Library Building Project Update
 - A. The end date of the project is not clear yet. Still thinking August ,but there are some issues with getting electrical parts that are needed for the certificate of occupancy. The part has been on order for some time but not sure when it is slated to come in.
 - B. Sean, Jeremiah, and Sharon sat down to discuss the future operating costs of the building once it reopens. Sharon gave them the expenses for the Library running the building going back to FY16. They are talking about splitting the costs and see what happens after the first six months and then reevaluate if needed. The cost currently is \$4,000, cut in half that would be \$2k. The Town would be responsible for the cleaning of bathrooms and maintaining the meeting room as well.
 - C. Question if this is different than what the costs were before? Converted lighting to LED a few years back. The new building will be a larger space but will have a more efficient heating system. We won't really know the costs until the building is operational for a while.
 - D. Asked if we could go back to Town and clarify that we will pay half of actual costs, but that amount should not exceed our current costs.
- VI. Monthly Building and Grounds Report
 - A. Still having some issues with graffiti in the building. Overall working on making the corners inside the Library building that are problem areas less accessible – have been doing some creative furniture moving. Need to contact Rob Morra to see if we can renew the permit for the tent. It is an annual renewal. Not sure of Town's response because COVID is over.
 - B. Question - Are there are cameras in the building where there are problems? There is some camera access. IT has looked at where cameras can be added. The building is laid out with so many nooks and crannies, it is very difficult to capture all of the areas. What additional costs/working has been required because of graffiti? Have been needing to repaint or clean walls, shampooing furniture or in one case a couple of chairs were vandalized with sharpies, could not wash out so how to throw out.
 - C. Question about CRESS and assistance with problems. CRESS's role has been evolving. A space is being set up in the AV area as an office for CRESS. CRESS will use this office to house two of their employees. They will have a space with a door and will have room to meet with people.
 - D. The issues happen in the basement where there are no staff sightlines. On Early Release days, the Library Director has been working in the basement for the last 4 hours of the day with her laptop in an effort to create a staff presence and deter activities.

- E. Question if we could rearrange furniture so that CRESS is located in the basement and have a presence? Don't have an office to give them in the basement. We are giving them a currently empty room in the AV area. Will create a meeting room in the AV space. As rearrange space in basement corner will bring people upstairs.
- F. Vaping happening. Smell lingers. Patrons complaining.
- G. Could we set up a desk in the basement either for CRESS or staff? In order to set up a useable desk, we need to have access to a phone and electricity which is not available unless we spend money to add something. The nook only sits one person and would not be a functional space for CRESS. Home base for two of their workers.
- H. Commented that what we are seeing at the Library is not unusual as vandalism across the state in general is on the uptick.
- I. Is there a law against vaping in buildings? Yes. Cameras are after the fact and very old and pixelated. Want to be able to deal with the issues in a way where we are helping people not just asking them to leave.
- J. Any budgetary issues – if furniture is vandalized, we are not currently replacing.
- K. Question about the use of the tent, who uses it and is the use of the tent only until the building project is underway or do we contemplate continued use after the building is renovated and completed? The Friends and children's department are the main users of the tent. The plan is to have the tent only until the building can be renovated and expanded. We would not need the extra space and outdoor option provided by the tent after the building is completed.

VII. Backup Building Project Planning

- A. In our last meeting it was discussed that The Town/Library have formed an internal working group to plan for needed repairs should the building project not proceed. This group is comprised of Sharon, George, Rob, Jeremiah, and Sean (Stephanie being kept in the loop and part of discussions).
- B. The HVAC system has been identified as the most pressing issue. The group has determined the next step is to hire an engineer to develop a solution.
- C. This process will occur over the summer after the design development cost estimate is received.
- D. The MOU states that the parties will address the urgent repairs required to the Building including, but not limited to, its roof and HVAC system and that the Library will work with the Town to develop a repair plan and schedule for the Building Repairs should the project not proceed.
- E. Right now, Town is only working on the HVAC repair option as it was identified as the number one priority but there has been no meaningful discussion about the additional needed repairs. The MOU was signed in October and the Library also sent all materials in October to Rob, Jeremiah, and Sean (accessibility report, general conditions, WBI estimate, etc). George provided a tour to the group in November. We have provided everything asked and have been waiting on Town for next steps. Would like to have a full conversation with the Board to affirm for this committee the expectations for the Plan B option in terms of schedule, order of priority, and what is to be included. Concerned that not everyone is on the same page and want to make sure there is absolute clarity with the Library Board, Town Council, and the Town Manager with respect to what Plan B includes, where funding will come from the Town, and timing.
- F. Additional clarity needed from the Town
 1. What does the Town Manager envision in terms of timing of the other urgent repairs that were identified and included in the WBI estimate? Will a schedule of all the repairs be created over the summer?
 2. What are we doing differently, if anything, then the WBI and Kuhn Riddle studies?
 3. What is the Town's timeline for funding a repair option?
- G. Rob and Jeremiah have been invited to B&F Meetings for further discussion, but it sounds like it is Paul that we need to talk to for further details. Suggestion to have Paul at the next Trustee meeting to get clarification.
- H. Concern expressed about misinformation that there is a lack of planning for an option if the project does not move forward. Also concern expressed if the project does not move forward, the extent of work and advocacy by our legislators and fundraisers and how a rejection of the project might impact future opportunities. We

will still need to address the issues of the building, vaping in corners, teens not having their own space, etc. Very important that the entire Town understands what the next steps look like if the project does not move forward.

- I. Concern expressed that space planning, while a priority, cannot be the first priority as we must address the HVAC, roof, electrical upgrades, and other immediate building needs before attention can be turned to space planning. The dollars available from the Town for a repair will be limited and spread out over time as available. The priority will need to be building safety over spending funds for space planning.
- J. Direction given to Library Director to discuss with the Library Board Chair inviting the Town Manager to the next Trustee meeting to discuss these items in more detail or in the alternative send a list of questions to the Town Manager to get some clarity which could be shared and further discussed at the next Board Meeting (May 17th at 5 pm).

VIII. Topics Not Anticipated by the Chair - none

IX. Meeting adjourned at 9:47 a.m.

Respectfully submitted by Alex Lefebvre