

Meeting of the Jones Library, Inc. Buildings and Facilities Committee
June 21, 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 (two attendees)

I. Meeting called to order at 9:01 a.m.

II. Minutes

- **MOTION:** To approve the minutes of March 15, 2022. Approved 3-0-0.
- **MOTION:** To approve the minutes of May 24, 2022. Approved 3-0-0.

III. Public Comment - None

IV. North Amherst Library Building Project Update

- Thank you to Cinda Jones and the Mill District for donating to the town, a space for the Library in the Mill District at 81 Cowles Rd. We will be closing the NAL to the public at the close of business on Saturday, the 25th. Staff will be packing up the library for the move. Also, a thank you to DPW who are helping to move the boxes and some of furniture. After the 1st of July, the new space is expected to be ready. The date is not definite yet, but an anticipated date. Once boxes are packed, we will leave them in new space until we receive shelving for materials. DPW is ordering shelving and we are not sure yet the number of shelves they will be able to secure. What they secure will dictate how much can be unpacked versus what will need to be put in storage.
- The technology, internet, etc. will not be installed until after July 11 when Dr. Hank comes back from vacation. The town IT department is getting phones up and ready after July 1st Not sure yet when we will reopen to the public because the timing depends on when all comes into place.
- George has been working on the floorplan for the space and staff is working on the details of interlibrary loan and holds items that need to be dealt with during the 2–3-week period while closed. Deciding where public will go to pick up items, etc. NAL staff in charge of storing any parts of collection if they need to be stored.
- The Library will be responsible for cleaning and stocking the bathroom and paying for the utilities in the new space.
- Petra Pendroff, our new Head of Branch Services will be starting on July 11.
- George is working on getting Hank into the new space so he can get a look and be prepared for what is there and see the possibilities for setting things up after he returns from vacation. In process of collecting boxes. Working on clearing out the basement and labeling things that are going to the new location versus to Jones. Cyndi left both branches in a good spot.
- How many people will be in the new space? Just under 900 square feet. Not much bigger than current space but because it is a rectangle it is more efficient space. 2 people will be staffing.
- Utilities – don't know cost yet, hoping more efficient and therefore less expensive, because it is a brand-new building. If lower cost, it will offset new costs of supplying the bathroom. Not sure how long we will be in the space. Originally thought 3-6 months and the latest is 10-12 months.
- Hours will stay the same as they are in the current building – most of the staff have second jobs which partially dictates the hours.
 - M, W from 3:30 – 7:30
 - T, H, Saturday 10-2
- Volunteers
 - Asked about the possibility of expanded hours through use of volunteers – can't expand hours using volunteers. Hours in place are those that work for the staff. Expanding the hours, training volunteers, confidentiality of patron records can't be left to volunteers. Would always need to have at least one staff member and one volunteer. Staff members have second jobs.

- Will the new Head of Branch Services change our ability to expand hours with the use of volunteers? The Head of Branch Services is not a position that is 'working' the desk. Instead, they oversee both branches and move between all 3 buildings.
- Asked if there are liability issues in terms of needing to have town staff operate the library versus volunteers? There was a request if we could pay volunteers a \$1/hour to put people on town payroll – town can't pay less than minimum wage so can't hire people for \$1/hour.
- Have volunteers offered to help expand the hours at current branch? No.
- Would need to be a large chunk of money donated to hire staff at town rates.
- Have discussed that we would love to have volunteers helping to expand programming, social media, etc.
- Also, we always need to be looking at equality between NAL and Munson. What we do in the north impact what we do in the south.
- Expressed appreciation for the offers to volunteer and is a conversation to keep open as the new Head of Branch Services starts. Longer hours are always a request from patrons, and we should not close any doors to the possibility of expanding hours if possible.
- Expressed appreciation to library staff for their flexibility and responsiveness to a changing timeline and the uncertainty that has been and will continue to be part of the building expansion in the north.

V. Meeting adjourned at 9:20 a.m.

Respectfully submitted by Alex Lefebvre