

Meeting of the Jones Library, Inc. Buildings and Facilities Committee
July 28, 2022 9:00 a.m. meeting conducted via Zoom webinar

Members Present: Alex Lefebvre, Farah Ameen, and George Hicks-Richards
Also Present: Sharon Sharry, Nate Malloy, and members of the public (2 attendees)

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

II. **MOTION:** To approve the minutes of June 21, 2022. Approved 3-0-0.

III. Public Comment - None

IV. CPA Agreement

- We received a 'standard' CPA agreement for the funding for Special Collections but given the nature of the structure of the project; invoices approved by Town Committee and paid by Town Financial Director and existing MOU between Trustees and Town to pay the funds to Town, it seems like we may need something different than the standard agreement.
- Nate – it is a standard CPA agreement. May not be representative of actual situation. Typically, would ask for a schedule of values but it could be that OPM provides a cover letter or memo with payment requests that have been spent on Special Collections. Someone from project side stating work has been done and would want someone from the library that has confirmed the work and then should be sufficient to process.
- We need a document to encumber the funds. Have an MOU already in place with the Town and already have historic preservation restriction. Nate will go back to Sean Mangano and Sonia Aldrich to see what type of document makes the most sense for this specific project. Also trying to accomplish the Library request for something in writing that is signed by the town that funds are available or committed to be used in application of other grants.

V. North Amherst Library Building Project Update

- Everything is out of the Montague Rd property and in temporary space or storage. The IT has been mostly set up. Should have phones by the end of the week. Received some shelving yesterday and it will be assembled today. It may or may not be enough shelving but the library will open either way. If it is not enough shelving than items that don't fit will be put into storage. The staff is scheduled to arrive tomorrow and will start shelving books.
- Two open items before opening are signage and positioning the book drop outside of the space. Still waiting for confirmation that the site plan changes filed with town have been approved. Arthur at Cowles is handling that piece.
- Asked about volunteers who are hoping to help with programming and how much time the staff needs to settle into new space before taking on volunteers – The new Branch head started two weeks ago so not quite sure on the timing yet but they will make announcements when they are ready.

VI. Topics Not Anticipated by the Chair

- Leak in special collections again. One of the units froze and leaked. No water in special collections. Tech was out yesterday to fix things. Seems okay and watching it daily. Believe it is the one unit they we have not replaced parts yet.
- Temporary locations status for building project – we received some ideas but they are still being analyzed by the OPM. Still looking for more possibilities. Office space or spaces to put the books.

VII. Meeting adjourned at 9:26 a.m.

Respectfully submitted by Alex Lefebvre