

**Wadleigh Memorial Library Board of Trustees Meeting Minutes**  
**Tuesday, June 18, 2019**  
**6:00pm**

**Present**

Shirley Wilson, Janet Hromjak, Betsy Solon, Lynn Coakley, Jen O'Brien Traficante, Laura Dudziak, Judy Gross, Chris Costantino, Sarah Sandhage and Kathy Parenti excused, from SMP: Jason Lacombe and Anthony Mento; from Milestone Construction: Brian Gehris

**SMP PRESENTATION:**

Jason wants current utility bills from Betsy. She will send 2018's bills to him.

They will break out projects that can be done at a later time as funds become available.

Kalwall panels don't yellow as much as the older model which we have in the ceiling now, which are yellowed

Addition in the infill corner of the existing building

Gut renovation in most of the old building

**In the adult section** – not much change beyond stack layout; new infrastructure, new paint, new insulation.

Trustees priorities: HVAC, Paladian window restoration, partial lighting upgrade; painting

**1956 section of the building:**

1. Full window replacement
2. Insulation in the exterior walls

**Upstairs:**

1. Little bathroom to be renovated

**Basement:**

1. New bathrooms. Basement bathroom is a higher priority than the 3<sup>rd</sup> floor, if given a choice
2. New meeting spaces in current tech services space
3. Tech services moves from the large room to a smaller space down the hall

**New Lobby area in the filled-in corner:**

1. Relocated the stair so that it could bring people up to the loft area (outside the current Keyes Room)
2. This will be the noisy area with grab and go books new releases, café

**Other reno details:**

1. New bathroom squeezed in across from existing bathrooms
2. New bathroom in the renovated Childrens' Dept. Will be able to tightly squeeze up to 66 adults into expanded program area in Children's Dept.
3. Teen space is where the current reference area is
4. In the adult space – pushing back the moveable stacks will allow 1100 sq ft for public gathering.
5. Welcome desk – reference; circulation, check out; overlooks most of the library and visible from every entrance
6. Stairs behind the circ desk lead to basement to access tech services. They will have to walk around the desk to get to the stairs leading up.
7. Downstairs:
  - a. New building under the new entrance corner lobby thing which will give us new space for tech services
  - b. Jeff's current space will be office space for the 4 staff that currently have their office in the other area of the basement
  - c. Current children's storage will be Betsy's office
  - d. Facility manager office will be in the newly created meeting space.- just to the east side of the stairs
  - e. Tech services is a larger meeting room with a bathroom and storage
  - f. The NH Room will be moved into the current AV room and the
  - g. Current NH Room will be a meeting room

- h. New secure door isolates the NH Room from the outside entrance.
- 8. Upstairs to the reading loft (current 3<sup>rd</sup> floor)
  - a. Reading loft to watch action of the library but not be part of the busyness
  - b. It will have lots of outlets
  - c. Furnish with brightly colored comfortable furniture that can be seen from the outside
- 9. Roof – will it be a repair or a replacement. They will need to take a closer look. We have a lot of leaks. It may need to be a partial replacement, particularly the membrane part of the roof. Improve/install insulation.
- 10. Front Terrace –
  - a. integrate with existing stairs. Performance area. Need to figure out to screen the outside utility equipment that is already out there. It will line up with the current front door.
  - b. Fountain moved back toward the new main entrance from current location
  - c. Extend the terrace a bit more toward the driveway. Perhaps not hard surface, but grassy with benches. That is where the flag pole can be located.
- 11. Parking area – leave it as it is
  - a. Must have increased handicapped parking. The rest will be left for future projects. Most of money can go to the library rather than site work for the parking.
- 12. New corner entrance will be some sort of sandstone look that makes one think of granite. Use granite veneer along the base foundation for the granite look. Use the granite veneer to show a dividing line between the new addition and the 1986 Palladian window wall.
- 13. 3-D Public Presentation Discussion:
  - a. Lead with the front of the building. Then wrap around to the addition.
  - b. Highlight the value: the increased children room; increased meeting space; increased bathrooms, increased handicapped parking
  - c. Push the terrace
  - d. Highlight the gains and the new space
  - e. Don't use the word 'lobby', or café.
  - f. Start with the inside and the improvement of the existing library spaces.
  - g. Use color to show the improved areas
  - h. Finish with highlighting the new entrance.
- 14. Shirley will follow up with survey details. Final design meeting – July 16 at 6pm. SMP will provide final model with fly throughs. Included will be a draft outline of the specs and project narrative. August 20 meeting will be a budget review with Brian from Milestone.

## REPORTS

- 1. May 2019 minutes approved: Janet/Jen, unanimous.
- 2. Treasurer's Report approved: Chris/Shirley, unanimous.
- 3. Director's Report highlights:
  - a. the new moveable shelves are coming July 1.
  - b. An abutter (who is a tenant in a rental property) complained to Betsy about trash in his space from the library. He requested that the library provide a fence for privacy. He was invited to attend this Trustees Meeting to voice his request and did not appear.
  - c. The Milford Building Inspector asked if a local contractor could park a crane lift on library property in order to complete construction on new restaurant building at 1 Union Square. The Trustees decided yes, provided he not block the driveway and repair any damage made to the library lawn by heavy equipment. No date specified.

## OLD BUSINESS

- 1. Library Policy review:

- a. Retrieval Policy – approved as amended: Lynn/Shirley, unanimous.
  - b. Use and Confidentiality of Information – approved: Chris/Jen, unanimous.
  - c. Collection Development Policy - approved: Chris/Lynn, unanimous.
  - d. Bylaws will be reviewed at the September meeting. Summer break on policy review for the Trustees. (Wahoo!)
2. Chuck Sink Messaging Proposal: feedback from Trustees: too kitchy, lack of direction. The group decided to pay the invoice and not engage him in any further work.
  3. Strategic Plan: Betsy added a key to the revised Strategic Plan along with a Wadleigh Memorial Library Organizational Chart, 2019. Approved: Janet/Chris, 5-0-1.

#### **NEW BUSINESS**

1. Asbestos Removal from basement level office – the bid to do this work is \$2800. Since the hallway also needs to be done, the Trustees voted to spend up to \$5000 to remove asbestos from these two areas. Lynn/Janet, unanimous.

#### **CLOSE MEETING**

Public meeting adjourned around 7:40pm.

Next Trustees meeting is July 16, 2019 at 6:00pm, early start to allow for Milestone Construction Meeting at beginning.

Respectfully submitted,

Chris Costantino and Judy Gross