

**Wadleigh Memorial Library
Board of Trustees Meeting
Tuesday, October 15, 2019
6:00pm Worksession/Meeting Following**

Call to Order 6:03pm

Present: Lynn Coakley, Chris Costantino, Janet Hromjak, Shirley Wilson, Gloria Schooley, Jennifer O'Brien-Traficante, Kathy Parenti, Betsy Solon, Sarah Philbrick Sandhage; Scott Cornett from NorthPoint

Jason Lacombe from SMP Architecture and Brian Gehris from Milestone-
Minor tweaks to plan, price is within striking distance, copies of budget handed out, total now \$3.443M
Jason shrank footprint, front terrace is out, \$400K contingency, stair addition and mezzanine are still in.
Shirley proposes \$2.89M figure to voters.

Total cost of project on ballot has to be the total, including our monies.

Mechanical cost is currently \$575K-engineer suggests replacing equipment but keep ductwork, saves 30%.

Electrical price dropped w/sq ft shrink, but mechanical didn't change.

Addition is 3009 sq ft.

Question about wood frame vs. steel: wood could cost very close to same \$ after all hardware, brackets, etc. are added.

Betsy wonders if we can pay for something ahead of time, therefore reducing the total monies needed on the ballot.
Probably not.

Mechanical and children's is priority, so we cannot cut that.

Time is too short to fundraise *prior* to vote (to knock down dollar value).

Discussion of Jason's budget break out- ask Stibler for design concept so we know what we COULD buy;
explanations of fees, RFI's, submittals, owner contingency vs. construction contingency; plumbing decreased because basement bathrooms were eliminated; roof price went down.

Discussion about presentation on Oct. 29th- what Jason is going to say: budget recommendation, power point, existing \$, and history of the plan (rental properties, etc.)

Building project on website will be rejuvenated after reveal.

Regular Meeting called to order at 7:18pm

Old Business

- a. Discussion - Co-/Vice Chair -discussion- Shirley and Lynn will help run meetings if needed
- b. Meeting Room Policy update - New version of meeting room policy- Betsy highlighted changes, Lynn made a motion to accept the new policy as revised, Janet seconded, all in favor.
- c. Discussion - Town Appropriations/Budget - Lynn discussed meeting w/town administrator re. budget, a few changes were made, increases in utilities, moved monies around, 2.6% increase over last year; Lynn & Betsy will be at budget hearing Nov 16th

No Public Questions or Comments

Regular Reports

- a. Reviewed & approved Sept. minutes on a motion by Jen, seconded by Shirley, all in favor
- b. Treasurer's Report and donations were reviewed and Approved on a motion by Shirley, seconded by Janet, all in favor.
Monies accepted include prize \$ for the library's Labor Day parade float.
- c. Director's Report:

DIRECTOR'S REPORT

October 15, 2019

LIBRARY STORY OF THE MONTH

Libraries transform lives. I usually tell you a story about a patron whose life was changed, but this time the transformation occurred among the staff. Volunteer w/special needs wanted "Dress Day Friday", all staff had dresses on the following Friday. It is now DDF every Friday.

STAFF NEWS

Staff Development/Teambuilding Day on October 11th was a great success. We ended our session with a viewing and discussion of "The Public," the 2019 film about homeless citizens and the Cincinnati Public Library. Passport agents are completing their annual training so the library may remain a passport acceptance facility. October is conference month! Kim will represent us at NELA in Connecticut, Jane and I will attend the annual READS conference on Friday, all Children's Staff plan to participate in the NHLA Children's Librarians conference, and those of us who are NHLA members will be at the NHLA Fall Conference next week. Fortunately, Diana LeBlanc has signed on as a substitute, so we will have full staff coverage during these professional development days. Also of note, Mary Ann has completed 2 more courses towards her "Para Librarian" certification. We have posted an ad for a new Children's Library Assistant to begin mid-November, and have been interviewing for the Building Services position. Kathy Prevy-Levin will advance to full-time Head of Technical Services in November. Last, but not least, we are very pleased with our new evening custodian, Kevin Dumont who is doing a great job keeping the restrooms and public areas neat and clean.

FACILITIES

The security cameras lost remote access ability on Friday, but I think we just need to install a software update to get things rolling again. I'll take care of that this week. On Friday, we took advantage of the library closing for staff development and began the process of moving the servers and phone system equipment from Tech Services down to the Electrical room. That will make it much easier to convert Tech Services into a meeting room in the future. J. Lawrence Hall switched us over from AC to heat on 9/30 and we discovered some issues with the thermostats. I have replaced the unit near Adult Nonfiction and called Jeff in to check on the others. The new Facilities office was carpeted on 10/3. We moved most of the custodial/facilities equipment into the new office and are slowly converting the old Facilities office into a Youth Services supply and craft room. Signs have been ordered for the front sidewalks that we plan to close during snow events. Finally, I'd like to give a shout out to Russ at Town Hall and Troy at the Cemetery for pitching in and helping me with some larger facilities issues over the past few months.

OTHER NEWS

The 2020 budget was submitted and Lynn and I met with Town Administrator, Mark Bender and Finance Director, Paul Calabria on October 4th to review our numbers. They actually added \$500 to our budget! I presented our CIP request along with Kathy to the CIP Committee and it went very well. Our next roadshow will be taken to the Rotary on October 23rd. No word as yet on the potential Budget Committee visit – it will happen on 10/19 or on 10/26 (both Saturdays).

Respectfully Submitted, Betsy Solon

New Business

- a. 2020 Library calendar- motion made by Shirley to adopt calendar as presented, seconded by Lynn, all in favor
- b. Discussion - repaint shutters/door and lettering in sign above door, possible color change to "Wadleigh blue" from green, Betsy to get pricing
- c. New Photography/Video Policy - approved on a motion by Gloria, seconded by Jen, all in favor
- d. Budget Committee coming Sat. Oct. 26th for walk through, not sure what time
- e. Marketing meeting this Thurs. At 6pm

Close Meeting

Next Meeting (November, 19 - 6:30 pm)

Public Meeting - October 29 6:30pm, 2nd Floor Banquet Hall, Town Hall

Budget Hearing - November 16

Meeting adjourned at 7:52 pm, on a motion by Gloria, seconded by Lynn, all in favor.