

-Minutes subject to Board approval-
Westbrook Public Library
Board of Trustees Meeting
July 2, 2019
At Westbrook Public Library, CT

Call to Order at 7:00 p.m. by MaryJo Noonan Chair

In Attendance: Katherine Bishop, Kathie Cietanno, Katie Richard, MaryJo Noonan, Lynda Tragakes, Paul Winch, Melinda Xenelis and Lewis Daniels (Library Director).

Audience of Citizens: Tom Elliott (Architect) (joined meeting at 7:40 pm)

Secretary's Report: Bishop made a motion that the minutes from the June 2019 Board Meeting be accepted as presented; 2nd by Winch. All in favor.

Treasurer's/ Financial Report:

Monthly Report:

L. Daniels presented his Financial Report for the month.

- We are at end of the fiscal year and over on payroll as anticipated. Payroll has been adjusted for the new budget.
- Some bills are still coming in for prior year and will be paid prior to returning remaining balance to Town.
- Spent close to \$16,000 from Library Gift Fund; requested up to \$18,000 for next year which was approved.
- Overall finances look good and new fiscal year has started.
- Building is holding up with no major issues/expenses to date.
- Remaining balance from last fiscal year is returned to Town – unclear as to exact amount until final bills are paid.

Motion made by Cietanno to accept Treasurer's/Financial Report; 2nd by Winch. Accepted with unanimous approval.

Library Director's Report:

- Usage Numbers: good, steady increase in numbers - overall up 5%, children's circulation up 30%. eMaterials, eBooks, and audio books are up due to increase with summer residents.
- Programs: Magic Show, Crafternoon – slime program; Beach Story hours to start; Next Chapter Book Club.
- Board of Finance approved LGF appropriation for next year.
- Summer intern is working out well; is flexible with hours so helping with vacation coverage as needed.
- Brittany Pearson attended ALA.
- Tom Elliott, Architect will be joining meeting to discuss Basement project.

- Mary Nyman has assistance for Beach Days from Jane Luca this summer.
- Noonan commented that there was a great outreach effort at Daisy for the summer programs.

Committee Reports:

- Hunnicutt shared the most recent recommended changes to the bylaws from the May meeting. There were a few changes but the Board agreed on the wording. Hunnicutt will finalize and send to Town Attorney Michael Wells for review. Once he approves, will look to accept at the September Board meeting for October adopt date.

Correspondence: None

Old Business:

- Noonan discussed the need to get Library documents archived digitally:
 - Job descriptions
 - 2019 Action Plan
 - Mission Statement
 - Bylaws (once updated)

It was suggested that there be links to these documents on the Library website. Minutes are already posted on Town website (Richards confirmed).

- Basement Project:
 - Daniels is working on the bid part of the project with T. Elliott, Architect.
 - Daniels met with company regarding HVAC system to get understanding of best option.
 - Move forward to obtain RFP and Building Permit which Daniels is working on.
- Teaching Opportunities:
 - No time table yet but can start coding classes in Fall as have equipment and alternate rooms until basement project is complete. It was agreed that anyone interested in teaching classes should contact Brittany Pearson directly.

New Business:

- Basement Project (Technology Room) – Tom Elliott, Architect joined the meeting at 7:40 pm and introductions were made by the Board.
 - A background regarding the lower level of the Library was provided – ongoing community effort and continue to explore expansion opportunities with the space as different needs evolve within the community. New Technology Room is in response to the growing technology needs of the community.
 - Discussion of the process – since it is a Town project want to keep simple and minimize new construction by utilizing the existing structure. There are three main components of the project:
 - 1) General Construction - encompasses walls, doors, overhang, floors, ceiling, etc.

- 2) HVAC – looking at a self-contained unit that heats/cools with a compressor outside. Less expensive option than trying to integrate into the existing system.
 - 3) Electrical – work within existing system but maximize technology capacity to allow for long term growth (extra outlets, conduits run for future, etc.)
- Brittany is currently working on how to best use the space – want to keep space as flexible as possible.
 - T. Elliott and Daniels will start working on details so can provide an outline of specifications for bids. (Invitation to bid aka Request for proposal/RFP)
 - Project can be cumbersome with paperwork and process is time consuming – but key is to no rush; straddling two fiscal years may be an advantage.
 - Give contractors flexibility with the design approach – want the most flexibility possible for the space.
 - Occupancy of the building is not increasing and groups utilizing the space will be under supervision.
 - T. Elliott and L. Daniels will be responsible for communicating with involved parties and will report to Board their recommendations, etc. The Board will then act (to approve bids, pay bills, etc.). The Board may need to meet more frequently during the project so as to stay current on the progress.
 - Expenses will be submitted as needed (cost involved with providing plans to contractors wanting to bid); some items may fall under current contracts that can be expanded (like security, etc.).
 - Public bids – timeline will most likely be after December with work to begin in spring 2020 which will work well with two year funding cycle.
 - T. Elliot is retired architect but still has his license and his intent is to volunteer his time to work on project.
 - Noonan expressed appreciation on behalf of Board for Tom’s expertise and assistance with the project as well as his overall efforts since 1972.
 - Request to authorize Daniels, Pearson, and Elliott to move forward.

Motion for the following: The Board is taking on responsibility as the Building Committee to allow Daniels and Elliott to be a subcommittee to the Board with the authority to execute contract documents, make bid requests, and prepare RFPs.

Motion made by Cietanno; 2nd by Winch. Accepted with unanimous approval.

Next Meeting: No August Meeting; September 3, 2019

Adjournment: Motion made by Winch to adjourn; 2nd by Noonan. Adjourned at 8:15 pm.

Respectfully Submitted by L. Hunnicutt