

Brooks Memorial Library
Building and Grounds Committee
July 9, 2015

Present:

Pam Becker, Jane Southworth, Adam Franklin-Lyons, Elizabeth Tannenbaum, Christine De Vallet
Staff: Jeanne Walsh, Leslie Markey, Therese Marcy, Lindsay Bellville, Jerry Carbone

Pam called the meeting to order at 11:35.

Added to the Agenda:

Adam, Treasurer for Trustees, will give an update on Available funds for the project.

Public comment: None

Minutes:

Pam read a summary of the minutes of the 6/25/2015 minutes which were recorded by Paige in the Google docs. Pam will forward the summary. The summary was approved.

Adam spoke on the Library funds and how they have been allocated. The Read bequest was 1.2 million. 10% of that or \$120,000 has been reserved for capital projects at large. An additional \$30,000 is available from other restricted funds, such as, the Brooks Building Board, the Loud funds, and the Wojtowitz funds. These funds are also potentially available for targeted projects depending on the purpose of the fund.

Residuals from the Read bequest have not been received but are anticipated. The sum is unknown at this time.

Therefore, \$150,000 is available for Library improvements and upgrades. The Asset Development Committee would like to reserve \$50-60,000 for matching grants or to offset the Town share of the HVAC costs that are projected for the 2017 fiscal year. This will put us in a better position to have this project stay on target.

Jerry commented that the HVAC duct work may also need to be replaced at that time. From his discussion with a consultant for this project, it seems like the space for that unit will require less space and that would be the time to address the handicapped bathroom on the Main Floor.

This would leave \$90,000. It is estimated that \$20,000 could be spent for immediate projects or "low hanging fruit" and the remaining for architectural renovations and immediate projects.

Leslie asked where the money would come from to restore the library hours. Adam explained how the money would come from interest and dividends. There would be a shift in the budget line for staffing and adult books. This shift will be budget neutral has been approved by the Town Manager, but must be reviewed by the Selectboard in a future meeting. The Trustee funds will supplement the General (Adult) book budget.

In FY 2017, the projected 4% draw from the endowment fund should be approximately \$70,000.

Next, everyone present had time to present their priorities for 2015. Discussion ensued.

Jane made the recommendation that a proposal be presented to the Trustees. The motion is that “the Building and Grounds Committee go ahead with the conceptual plan for the 3rd Floor and to authorize Chip, the architect, to give a detailed list of cost estimates.” Jane made the motion and it was seconded and the vote was approved with no objections.

It was also recommended that the Technology Committee come up with a proposal for moving towards wireless public computers and stand up catalogs in the stacks.

Phones and other purchases that will not have an impact on renovations can also be addressed simultaneously. Jerry will contact Marty for estimates on replacing the telephones that will be compatible with the Town system.

The meeting was adjourned at 12:50.

Submitted by:
Therese Marcy
July 10, 2015

PS

I have received a few digital copies of individual presentation of priorities. I will attach them to the minutes for reference. If anyone else would like to forward their copy to me, your ideas will be documented.