

Brooks Memorial Library
Buildings and Grounds
MINUTES
August 4, 2016

Committee Members Present: Jane Southworth, Jennie Rowe, Starr Latronica, Elizabeth Tannenbaum, Lindsay Belleville, Leslie Markey, Jeanne Walsh, Pamela Becker

Absent: Robert Stack, Christine DeVallet, Prudence MacKinney, Paige Martin

Others present: Chip Greenberg, architect; Steve Horton, Project Manager; Anthony Girard, Construction Manager from GPI; Adam Franklin-Lyons, BML Trustee/Chair of the Finance Committee.

Call to Order: 8:00 AM

Agenda: Changes or additions: Starr will report on her meeting this week with Peter Elwell.

Public Comment: none

Minutes of July 21, 2016 approved.

Old Business:

- Plan for linoleum removal in Meeting Room has not yet been researched.

Next action: Following this meeting Anthony Girardi, GPI CM, will consult with Steve Horton, OPM, and look into bidding this out and also look into whether there may be need for any other linoleum removal in the future YA and Tech Services areas.

b. Starr reported on how much of the \$20,000, original amount allotted by the Board of Trustees, has been spent up to this point: \$ 9000 mostly in fees, plus \$7016 is encumbered for cabinets and cupboard storage.

c. Other Library funds that can be tapped for expenses: Loud Funds for art storage, (\$5700,) and the Brooks Building Fund, designated for furniture, (\$5000.) Starr reported that in her meeting with Peter Elwell he stated that there are no town funds available for BML improvements right now. (More details of that meeting are below, # 7.)

d. Adam reported on the recent discussion held by the Finance Committee regarding funding of the renovation project. At the August 9th meeting, the full board will have to vote for funding beyond the original \$20,000 and \$120,000 amounts which already were approved.

New Business :

a. Report from Steve Horton about Master Budget. He created a two page template which lists the hard cost and soft cost items with dollar amounts thus far. The current amount needed to fund the project is \$164,307. Of the dollar amounts currently listed, some may be omitted and some others will be added.

Next Action: Steve will send us the template as a spreadsheet for ongoing use by the Construction Committee, by Starr and by the Finance Committee.

b. Anthony Girard, GPI/CM, distributed copies of the revised Preliminary Budget which breaks down the costs within the 15 work zones. He then reviewed the budget. There was discussion and feedback about items.

Key Points: -

- The question of ventilation/heat/air conditioning in the “glass box” rooms was raised and will be addressed.
- Work zones 5 and 10, (Glass Rooms and Mezzanine Office & Vestibule,) will be considered together as they involve a space which is to be divided.
- Work on the main library entry doors will be done at the same time as the Reading Room floor, (work zones 6 and 7). Steve will look into whether there is grant money for the doors.
- In future budget drafts, the cost details for the YA space and the Technical Services space will be listed separately.
- There was discussion about the quality of linoleum squares to be used in the Meeting Room. Better quality is better for that area which is used by so many.
- Duct work may be worked on during project but not extensively because the HVAC 2017 project will impact this.

Addition to the Agenda

Starr reported on her meeting with Peter Elwell:

- He said that there are no town funds available for BML improvements right now.
- He thinks that we may need to give the SelectBoard an update on our renovation plans and was going to check with Bob Fisher about that and let us know.

Meeting Adjourned at 10:15 AM

Next meeting is not yet scheduled : TBA - Doodle Poll will be distributed.

Minutes recorded by Pamela Becker