

Approved February 12, 2015

Taft Library Building Committee Meeting  
Taft Public Library  
Mendon, MA 01756  
Tuesday, January 6, 2015  
7:00 p.m.

Committee Members Present:

Susan Darnell, Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates  
Andrew Jenrich, Library Director, Taft Public Library  
Jen O'Donovan, Friends of the Taft Library, present from 7:15pm – 7:45pm

I. Call to Order

The meeting was called to order by Moritz Schmid at 7:00 p.m.

II. Approval of Agenda

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the agenda.

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes – December 16, 2014

MOTION: A motion was made by Dan Labastie, seconded by Kevin Rudden, to approve the meeting minutes from December 16, 2014.

DISCUSSION: Don thanked Susan for providing feedback on the discussion regarding potential savings from volunteer painting of the lower level. This input had already been incorporated into the minutes, so no amendments were needed.

VOTED: Unanimous.

IV. Financial Update

Fund Raising – update on flyers soliciting donations (Amy):

Amy shared the updated flyer with the rest of the Committee. She was commended for doing a wonderful job putting everything together on a single sheet of paper. She explained a few changes that she had already incorporated based on input from Joe Cronin and distributed updated flyers. During the discussion some updates were suggested to the list of naming opportunities. Amy captured all the inputs, including the removal of the circulation desk on the main level, the removal of the community room furniture and an increase in the amount of money required for the rights to the reading porch and reading patio. Amy agreed to make all the updates and will get the updated flyer to the Town Crier for distribution with the

January 16<sup>th</sup> issue. Jen O'Donovan also stated that she welcomes names of anyone who may be able to help with charitable donations.

Budget Review:

Don distributed copies of the latest budget summary. Using the 50% design and cost estimate numbers the project is currently short ~\$76K with \$47K in potential savings being worked. The group expects to receive the 100% designs and updated cost estimate in late January or early February when the budget numbers will be revisited.

When asked about the status of the septic repairs Mary stated that she would check with Fred Lapham to see if he can start to push forward with using the existing septic drawings in order to perform the repairs that are needed.

**ACTION:** Mary will check with Fred Lapham to get things moving forward with regards to using the existing septic plans in order to perform the needed repairs.

Invoice Approvals: None

Chair/OPM Spending Authorizations: None

V. Review/Approve Committee Update for Annual Town Report (Kevin)

The Committee commended the report that Kevin put together. A couple of minor updates were suggested, including the addition of Amy's name to the list of volunteers disposing the wooden ramp on July 15<sup>th</sup> and a rewording of the budget shortfall on November 19<sup>th</sup> so as not to confuse residents with regards to the amount of fund raising being requested. Kevin agreed to make the updates and provide the revised document to Don for use in the Annual Town Report.

VI. Potential Future Plans for the Rectory (Susan)

Susan mentioned that there was no money in the town budget for the police trailer after the lease runs out in April. She stated that the Board of Selectmen had some discussion at a recent meeting about potentially using the rectory or old fire station. It would be very expensive to retrofit the rectory for use, so that isn't a likely option. Kevin mentioned that he had met with the Town Administrator, Kim Newman about what it would take to make the old fire station ADA accessible in hopes of using the lower level for offices and the second level for the police. Mary stated that she was planning to walk through the lower town hall, the rectory and the old fire station with Kim Newman, Chief Horn and other town officials on Thursday to determine what options may exist for future use. It is believed that CPA funds could be used for the lower town hall, making it likely the best option.

VII. Review Open Items on Decision Action Log and Donation List

Amy – Contact Home Depot to inquire about getting materials at cost or donated.

- Amy reported that the Home Depot does not give major donations but does offer the option to apply for a grant of up to \$5K. The application window

opens up on February 1<sup>st</sup>. Amy will submit the application when it becomes available.

Kevin – Draft a thank you letter to Republic Services for their dumpster donations.

- Kevin sent the thank you letter to Republic Services for the dumpster donations on behalf of the full committee.

Mary – Ask David Eisen to create a list of furniture that might be needed so members can potentially solicit donations.

- David still has yet to meet with a few members of the Committee to review current plans and discuss items that will be needed to support the new building.

Mary – Obtain a quote for moving shelving to the rectory for storage until it can be installed.

- Mary and Andrew are planning to visit the Boston Public Library on Wednesday, January 7<sup>th</sup> to inspect the donated shelving that can be moved to the site for future use in the new building. Kim Newman plans to make the visit with them along with a representative from the moving company.

Don – Assist Andrew with understanding what types and quantity of PC's are available from the Regional School District and to obtain whatever makes sense for the existing and future library. He'll also inquire about what will happen with the PC's that aren't taken by the library.

- Don reported that he has made contact with the Regional School District and that the PC's become available at the end of the fiscal year (June 30<sup>th</sup>). At that time many PC's can be purchased for a nominal fee as they will have reached the end of their lease. He will provide more information as we approach the June date.

The remaining items were mainly for David Eisen who wasn't present. They will be addressed at the next meeting when David is expected to attend.

#### VIII. Items not reasonably anticipated 48 hours prior to meeting

Don reported that Joe Cronin has not submitted his resignation and that he won't do so in the near future in hopes that he might be able to have more time in the future to support the project.

Don also referred to an email that David Eisen sent regarding leaving the stairs in the front of the building in order to reduce the risk of finding or creating awkward conditions, while saving money at the same time. After a brief discussion the committee thought it was a good idea.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel, to approve the request to leave the stairs in the front of the building as proposed by David Eisen.

DISCUSSION: None.

VOTED: Unanimous.

Don mentioned that the Board of Selectmen had formally accepted the resignation of Jay Washburn at their meeting the previous night and that it was agreed not to replace him but to just drop from a committee of ten members to a committee of nine. The committee members suggested that Don remove Jay from the meeting distribution but to be sure to thank him for his service over the past two years. Jay's inputs are also welcome in the future. Don will contact Jay on behalf of the full committee.

Andrew asked about potential eagle scout projects and when they might be performed. It was agreed that no work should be performed until after construction is complete so as not to interfere with the general contractor, making the spring of 2016 as the likely timeline. A good project would involve landscaping work. Other suggestions that could possibly be entertained in 2015 are to demolish the garage or to create a new sign for the building, as these could likely be performed without interfering with general contractor work.

Andrew asked if the Friends could post a sign to track the donations toward the \$100K target. The committee agreed that this was a good idea, but that it shouldn't be posted until the flyers are distributed to all households in Mendon.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to allow the Friends of the Taft Library to post a sign tracking the fund raising activity toward the \$100K target, but not to post it until after the flyers are distributed in the Town Crier on January 16.

DISCUSSION: None.

VOTED: Unanimous

IX. Next Meeting Date, Time and Agenda

The next meeting will be held in late January or early February, depending on when the 100% designs and final cost estimate are ready. The actual day and time will depend on the availability of David Eisen. The agenda will be to review the final designs and cost estimate and determine when to send the project out to bid.

X. Adjournment

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel to adjourn the meeting.

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:31 p.m.

Minutes by Don Morin