

The Library Trustees met on Saturday, February 14, 2015 at 8:30 AM in the Small Hearing Room at Town Hall. Attending were Trustees Dave Payor, Mary Shaw and Ed Harnett; Project Manager Dan Pallotta; Al Alfano, Aimee Eckman, Elizabeth Gawron, Debbie Abbott, and Kaye Richardson; and Debra DeJonker-Berry, Library Director. Absent were Trustees Sharon Krause and Norma Marcellino.

Because of the many weather-related meeting cancellations, Dan Pallotta decided to come to the Trustees meeting to provide an overview of where the construction project was and to answer questions. Dan was taken out of order (Public Statements) on the agenda. The Project is about three weeks behind from the Master Schedule. Concrete can't be poured in this severe cold, but the architect and contractor are working on updating construction documents and tying rebar and forming walls to be ready for a pour. The next big discussion is deciding a schedule for testing the water systems (next year). Water and electric lines have been installed, leaving gas remaining. The entire septic system, excluding electronic equipment, has been installed. The most delicate part of the project, getting the complex building foundation stepped up the hill, is well in hand. The next foundation component is a long, easy wall.

The Project will meet the time-line required by MBLC: full-building permit before May. A foundation survey is required for that. The survey will be completed by mid to the end of March. A meeting with the Green Engineer will be scheduled in person or via Skype, and a report on the VIS sign will be presented at the next CPC meeting (March 2). Architect Matt Oudens is now working on prepping FF&E.

Dave asked whether, as a retrofit, the generator had the capacity to add extra circuitry for the elevator and lower rest room pumps. Dan explained how elevator code requires an elevator to return to the Home position during a power failure. Lights have three hours of batteries. Dan will look into the question of the rest room pumps.

The Trustees reviewed and approved the January 31st minutes which were approved 3-0-0 MS(m), EH(2nd).

The Trustees reviewed the Financial report and asked to clarify that the Seamen's account had been combined into one money-market account and that the spreadsheet reflect the change. The Expenses column on the Building Fund spreadsheet does not add up. Deb will check the formula. The Trustees also want to review the Little Fund historically.

The Library Director's written report is attached. Highlights of the report include: deep satisfaction that the Library is becoming quite busy: children's programs are well-attended, circulation and people counts are healthy, and the Salt Pond Concert last Saturday practically filled the parking lot; updates on meeting's rescheduled (Soup program, Leaky Pipes); notification that the Library did not receive the grant for the 3D printer; the decision to delay the grant application for the Full Steam Ahead children's grant until in the New Library, Dave, Mary and Aimee will attend the Legislative Day in Mashpee; the first Welcome Baby Bag has been distributed, and the Friends of the Library voted to support the expenses of the Baby Bags; the Consumer Reports database will be available on March 2nd, and Deb will develop a Flipster online magazine collection; Aimee is working with Marianne on the lettering for outside trailer

signage; Deb, Al and Kay will attend the Assistive Technology In-Service for Library Staff on February 19th in Watertown; the Self-Checkout Station has been ordered and should be available the end of the month; and the Friends Visualization meeting was a helpful experience for Deb and the Friends.

The Trustees agreed that it was not necessary to vote on memorial books using the Trustees Interest Account.

Al Alfano presented the ELBFI report and requested that the Trustees approve presentation of Naming Opportunities for the Café Seating Area and the Self-Checkout Stations. Ed Harnett made a motion to accept the ELBFI recommendation to designate the Naming Opportunity for the Express Checkout for Martin Wohl and Marisa Labozzetta in memory of their fathers and for the Self-Checkout Stations for Walter & Judy Sebastian. Dave Payor seconded. The motion passed 3-0-0.

Al reported that ELBFI has received a payment towards Cape Air's pledge; that there are three additional pending Naming Opportunities; and ELBFI has received two checks totaling \$10,000 in the past few days. ELBFI has also extended grantwriter Sharon McDonald's contract for an additional 30 hours.

Because almost all the lower level Naming Opportunities (\$10,000 and under) have been taken, ELBFI is investigating adding additional Opportunities at the \$10,000 level and under and will bring a recommendation to the Trustees at an upcoming meeting.

Debbie Abbott reported that the Friends will be publishing a new Turnip Cookbook. The cookbook should be ready for the 2015 Turnip Festival. The Visualization meeting was helpful for the Friends to better understand how they might utilize the New Library both for displays and ongoing book sales.

Dave Payor asked whether the Trustees felt they should join the Massachusetts Library Trustees Association. Mary is a member and will be attending an upcoming meeting and will report back. The Trustees will review MLTA membership at a later meeting. The Trustees will also schedule a meeting agenda around Meeting Room policy. Selectmen Elizabeth Gawron would like to be included in that meeting.

The meeting adjourned at 10:00 AM. The next meetings scheduled are: Trustees (Building) Saturday, February 28 at **9:00 AM** and CPC Monday, March 2 at 8:00 AM

Respectfully Submitted,
Mary Shaw (for Norma Marcellino)