

**Board of Library Trustees
Minutes 1/20/2016**

Present: Kathryn Mudgett (chair), Christine Smith (vice-chair), Victor Posada, Monika Brodsky, Sarah Summers, Rebecca Freer (director), Judy McConarty (systems manager), Rosemary Waltos (MBLC)

Call to Order: Meeting was called to order at 7:05 pm

Rosemary Waltos (MBLC Library Building Specialist) was moved to the top of the agenda.

Rosemary provided an overview of the construction grant application process.

- Information workshops will be held in March at various locations.
- The Norwell Public Library's building program has been accepted by the MBLC.
- Norwell is about a year behind the libraries that received planning and design grants in the 2013-2014 grant round and will need to adhere to a tight schedule on order to complete the steps required to apply for a construction grant in January, 2017.
- The Library Project Committee's next step will be to hire an Owner's Project Manager (OPM). This usually takes about 8 weeks. If the bidding process begins in mid-February, an OPM should be on board by mid-April.
- The bidding process for an architect would tentatively begin mid-May with a goal of having an him/her on board by July.
- The Schematic design and cost estimate should be completed by October. Letters of Intent are due mid-October.
- Mandatory grant workshops will be held in late October.
- Application approvals required include: a town meeting vote to apply for, accept, and expend state construction grant funds; design/project approval.
- Estimated total grant funding is \$100M.
- Approximately 35 libraries will apply.
- Decision is based on how compelling the need is in the community, and how well the design meets the need (examples: community/program room/space, study/tutoring space, YA space...)
- The grant application is due in January, 2017.
- The application will be reviewed by an independent panel. The review period is from mid-February to mid-April.
- Grant awards will be announced in July, 2017. Possible outcomes include:
 - The town may be awarded a grant in 2017-2018.
 - The town may be placed on a waiting list.
 - The board may not fund the project.

Other points: Normally, 2 - 2 1/2 acres of land is adequate for a library. Maximum footprint for a single story building is generally 18,000 square feet.

Approval of Minutes: Minutes from December meeting were approved as amended to correct typo under New Director Search (serve “on” the committee, not “of” the committee); also remove Sarah’s name from Building Committee section. Minutes from the November meeting were approved as amended to add “Prior to convening a quorum” before Search for New Director section.

Reports:

Director: Becky reported that circulation was down this month compared to last year but still doing well year-to-date. OCLN is rolling out an online bill-pay option in December. The Norwell Reads Committee is finalizing its schedule of events. Diane Rodriguez and Betsy Detwiller will be announcing the 2016 Norwell Reads title at the Board of Selectmen’s meeting on January 6. The NPL Foundation has reorganized and new members have joined. The Director position has been posted.

Library Building Study Committee: Jeanne reported that the BOS disbanded the Library Town Hall Study Committee and formed a Library Project Committee. The composition of the committee is being determined. An article will go on the town meeting warrant to request that the remaining LTHSC funds (\$23,000+) be repurposed for use by the LPC to pay for the services of an Owner’s Project Manager.

Friends: The Friends had two holiday raffles in December. These fundraisers help to pay for museum passes and library programs. Funding for adult programs is on hold until April 1.

Financial: Deferred

Update on Search for New Director: executive session

Capital Budget Status: Becky has asked Dave Sutton for estimates on potential capital projects.

Policy Review: Becky gave copies of Internet Use Policy to trustees for review prior to February meeting.

Legislative Breakfast Invitations: The annual OCLN Legislative Breakfast will be held on Friday, February 12 at the Thayer Public Library in Braintree. Trustees are invited to attend.

The next meeting will be on Wednesday, February 10 at 7:00 pm.

Upcoming meetings dates: March 16, April 13, May 18, Jun 15

Meeting adjourned at 8:15. Recorded by Judy McConarty