

**Board of Library Trustees
Minutes 12/14/2016**

Present: Christine Smith (chair), Jeanne Ivas (vice chair), Monika Brodsky, Sarah Summers, Kathie Fitzgerald, Judy McConarty (director), Emily Goodwin

Call to Order: Meeting called to order at 7:06 pm

Additions to the Agenda: Change order form for Pomroy Associates, Inc.

Approval of Minutes: Minutes from the November meeting accepted as written.

Reports:

Director: Judy reported that in November, the library circulated over 9,000 digital and print items and had over 5,000 in-person visits. The Bestseller Collection is growing and is popular with many patrons. Library staff has been working hard on collection management. The library continues to submit content to the *Norwell Mariner* each month to announce upcoming events and to promote library services and resources. The November article was a follow-up to the genealogy program NPL held in collaboration with the James Library and the Council on Aging. In addition to the library's submission to the *Mariner*, journalist James Kukstis contacted Judy and Diane about writing an article on hoopla in December.

Judy and Nancy Perry met with representatives from the Norwell Scholastic Arts Society about a possible donation of maker kits to the library. The library agreed to try 3-4 kits, which may include musical instruments and art kits.

The Massachusetts Board of Library Commissioners (MBLC) certified the Town of Norwell to participate in the FY2017 State Aid to Public Libraries program. The first of two State Aid payments, in the amount of \$6,795.35 will be issued soon. The second payment will be sent by the last quarter of FY17.

The Library's FY18 Action Plan has been submitted to the MBLC. Submission of the Action Plan is required for the town to be eligible to apply for a construction grant.

Financial: As of the end of November, the remaining balance in personnel services is \$244,412.03. The remaining balance in general expenses is \$104,773.26. Cash drawer receipts through November total \$5,897.07; public printer/copier receipts total \$707.00.

Friends: The Friends next meeting will be held Tuesday, December 20 at 6:30 PM.

Library Project Committee (LPC): On November 30, Judy, Jeanne Ivas, and LPC Chair Scott Brodsky updated the Board of Selectmen on the committee's progress to date. Work on the construction grant application is in progress. The preliminary architectural design, cost estimate, renderings, and other supporting documents should be completed soon. Jeanne distributed the Compliance Page portion of the construction grant application for Trustees to sign; selectmen will be signing it as well. HML Associates has begun the geotechnical and perk testing; borings will be started next week. Cashins Associates will conduct hazardous materials testing next month. The LPC plans to get letters of support to submit with the grant application. Jeanne emailed Representative David DeCoste and Senator

O'Connor requesting a letter. Judy is meeting with other library directors who are applying for a construction grant this grant round at the Hingham Public Library on December 20. Senator O'Connor will also be there to meet with directors. David DeCoste indicated that he would write a letter. Jeanne and Judy met with Elizabeth Feeherry who will be assisting Jamie Crystal-Lowry in fundraising for the Foundation.

Change Order Form for Pomroy Associates: There has been a change in Rick Pomroy's contract amount. Rick will now be paying for the geotechnical and perk testing and the hazardous materials investigations. In addition for paying for the work to be done, Rick will be writing up the contracts to be signed by both consultants that will be doing the work. The fee for these contracts will be 10% of the cost of the work. Trustees will need to approve for funding to come out of the Pote Trust. All of these costs are eligible for partial reimbursement through the construction grant. Jeanne motioned to approve change order for increase in 10% markup for Pomroy Associates for dealing with the contract for HML Associates to conduct geotechnical and perk testing. Trustees approved 10% markup. Jeanne motioned to approve the \$6,550 cost of geotechnical and perk testing. Total cost for this work with markup is \$7,205. Trustees approved this cost. Jeanne motioned to approve change order for increase in 10% markup for Pomroy Associates for dealing with the contract for Cashins & Associates for hazardous materials investigation. Trustees approved. Jeanne motioned to approve total cost of hazardous materials investigation, including markup, of \$3,960. Trustees approved. Rick Pomroy's contract price prior to this change was \$29,000. Contract price due to this change will increase by \$11,165, making the new contract price total \$40,165.

Other:

Shelver position will be posted as-is. The job description will not change.

The FY18 budget is due by Friday, December 23.

Judy and library staff are looking into purchasing a laptop bar for the teen area. Funds for this would come from State Aid. The laptop bar purchased will be something that could be used in a new library.

The next meeting will be on Wednesday, January 18 at 7:00 PM

Meeting adjourned at 8:12 pm. Recorded by Emily Goodwin