

**MEETING OF THE MONTEREY LIBRARY TRUSTEES
and the
MONTEREY LIBRARY BUILDING COMMITTEE
Held at the Monterey Library
July 5, 2018**

PRESENT: Ann Canning, Shannon Castille, John Higgins,
Mickey Jervas, Lisa Smyle and MaryPaul Yates
Library Director Mark Makuc
Absent - No One
Building Committee: Mickey Jervas and Mark Makuc
Absent - Kenn Basler

Meeting was called to order - 5:40pm.

MINUTES: The minutes of June 18, 2018, were accepted by motion made by MaryPaul and seconded by John.

DIRECTOR'S REPORT: As of June 28th the Invitation to Bid for the library building project has been posted on projectdog.com. Mark checked the site on the 4th and 3 or 4 builders had already signed on for plans. Tuesday, July 10th at 11am is the time set for our pre-bid walk through.

Mark received details on design features of the shelving casework, window surrounds and other woodwork detail. The trustees were shown the edging detail, a 1/4" bead, and Mark took them into the library to review the plan for the shelving surround which will mimic the original shelving, except that the actual shelves will be metal.

The trustees approved the edging detail and layout of the shelving surround, but came to a halt on color. The color will originate with the window color and some felt that Marvin did not offer a big enough selection. After checking by phone with Dan Pallotta, our project manager, it was agreed that we can have an alternate choice on the bid of having the 24 double-hung windows come unfinished on the interior, to be finished on-site.

Next it was brought up that since the woodwork in the original library is to remain as is, the carpet that had been chosen won't work. Fortunately, that is not a color choice that needs to be made today.

Nancy Tomasovich, of Environmental Lighting, stopped by to see the art show. She has placed her name and pricing on our projectdog site. Hopefully bidders will understand that her low price is a complete price. It is her wholesale price as she would like to gift her profit to the library.

CHAIR'S REPORT: Lisa reported on the Friends meeting of June 28th. Plans for the book sale were firmed up. They have decided to call it a "Book Take Away", hoping to get more books to new homes and still raise money. It will be all the books you want and please make a nice donation. The books that are not bought will go to the Salvation Army. Sue Cain will make flyers and Denise Andrus her usual on-site signs. Colleen suggested having a table for signing up to join the Friends. A fall appeal letter is planned. No one stepped up to fill Marya's place as president.

OLD BUSINESS: None.

NEW BUSINESS: MaryPaul expanded on the "Art Happening" that is planned for Friday, August 3rd from 4 to 7pm. With the last art show for the current gallery down, artists will be invited to create a piece of their art work right on a section of wall. It should be a fun time. The work will be there as long as the walls remain.

The meeting was adjourned at 6:45pm by motion made by Shannon and seconded by John.

NEXT MEETING: Monday, July 23, 2018 - 7:00pm
Agenda - Sub-contractors bids

Monday, August 6, 2018 - 7:00pm
Agenda - Discuss contractors bids received
Window color
Building program

Submitted by: Mickey Jervas, Secretary

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PRESENT: Shannon Castille, John Higgins,
Mickey Jervas, Lisa Smyle and MaryPaul Yates
Library Director Mark Makuc
Absent: Ann Canning
Building Committee: Mickey Jervas and Mark Makuc
Absent: Kenn Basler
Guest: Dan Pallotta, P3, Owner's Project Manager

Meeting was called to order - 7:02pm.

MINUTES: The minutes of July 05, 2018, were not available.

GUEST: Dan reminded Mickey that the Town Accountant needed to have copies of P3 and architect EDM contracts. He also apologized to Mark and the board if he hadn't responded quickly to recent e-mails; they have been very busy with the bidding process. The building committee was aware of some of the process which is quite involved.

Dan distributed a list of the sub-contractor bids, which were reviewed. Roofing bids were very high, but all other categories showed good, acceptable numbers. After discussion on what this all meant and how it was handled, Dan asked the board for permission to remove the submitted roofing bids and to re-bid that category at a later date. A motion was made by Shannon to "Authorize the OPM to reject the bids for the FSB roofing as all bids are a minimum of 89% over estimate" John seconded the motion. The motion passed with a unanimous vote.

Dan then addressed the problem we have been having with color decisions. He reminded us that the General Contractor [GC] may pick different brands than those we had been looking at which would throw out all our color choices anyway. The GC must present samples on a color board for approval, and then we will make color choices.

Mark asked about moving day. Dan told us that August 30th would be the day. At that point EVERYTHING that we wanted to keep must have been removed from the premises. As of that date the GC will own the facility.

General Contractor bids are due July 31st, with a possible extension to August 1st or 2nd. All bids are submitted online through projectdog. P3 will choose the three lowest bids and examine both the details of the bids and the background of the GC. The Trustees will be presented with the details and choose the winning GC. The Town will issue a Notice of Award, which sets a clock running for the GC. He has 5 days in which to present his performance bond and insurance papers.

Dan hopes to attend the Select Board meeting on July 25th to advise them of the process. They are required to act in a timely manner, not only to acceptance of the bid and signing of the contract when presented; but also to ensuring that payments are made within the ten day window that will be required by the GC.

DIRECTOR'S REPORT: Mark advised the board that the Monterey Historical Society would be holding a meeting at the library on the evening of Monday, July 30th. He had e-mailed Barbara Swann, and spoken to her several Sundays at the transfer station. He told her it was time they had a plan for their move out of the basement area of the Knox wing. Were they planning on getting a POD, did they need help with the move? The Historical Society is in the same situation as is the library; the timing of the move is out of our hands.

Most Trustees did not know what the Society had stored, or how much was there. Discussion revealed that there is not a large mass of items. Mark asked if some trustees could be available at the library on the 30th in case the Society had any questions.

Next Mark brought up the subject of our move. Since some volunteers will be using their own trucks when helping with our move from the library to the fire house where we will hold operations during construction, Mark recommended that they sign a Hold Harmless Release. The trustees reviewed a draft which will be sent to Town Counsel, Jeremia Pollard, for approval. By motion made by MaryPaul and seconded by Shannon the draft release form was unanimously approved.

CHAIR'S REPORT: None.
OLD BUSINESS: None.
NEW BUSINESS: None.

The meeting was adjourned at 8:19pm by motion made by John and seconded by MaryPaul.

NEXT MEETING: Monday, September 10, 2018 - 7:00pm
Agenda - Building program
Review Financials & Attendance for year
ending 6/30/18
Review book sale receipts

Submitted by: Mickey Jervas, Secretary

Notes from July 30, 2018 meeting of Monterey Historical Society.

Society Attendance: Barbara Swann, Bob Rausch, Rob Hoogs, Cindy Hoogs, Christine Goldfinger and Cynthia Weber

After the Society held their meeting in the Knox Gallery, they sat down with the trustees that were on hand and told them of their plans.

Rob Hoogs took the lead and advised us that they planned to make the move on the weekend of August 18th and 19th, with a hopefully 9am start. They will rent a U-Haul truck and move their belongings to Cindy and Rob's walk-out basement. Mark offered the dehumidifier that is currently used in the Knox basement area.

Barbara Swann asked if we would be able to keep some of the larger items in the POD that the library will be renting. These would include a table that is downstairs and the Henry Bynack cabinet that has been in use in the Knox Gallery. MaryPaul asked if they wanted the glass top on the cabinet. Barbara said yes. We agreed that there should be room in the POD for these items.

The Historical Society has a good plan for their move.

Submitted by: Mickey Jervas, Secretary