

Corrected
Accepted
8/5/19

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
July 1, 2019

PRESENT: Ann Canning, Shannon A Castille, John Higgins,
Mickey Jervas, Lisa Smyle and MaryPaul Yates
Absent: No one
Library Director: Mark Makuc
Building Support Team: Dan Pallotta - P3, OPM
Guests: Julie Shapiro and Jon Sylbert

Meeting was called to order - 7:05pm.

Building Support Team: Dan brought us up to date on progress and what to expect next. Our architect EDM has created a technical punch list and issued a Certificate of Substantial Completion. With these and other documents, in hand and in order, and after his inspection of the job, Don Torrico, Town Building Commissioner, was able to issue our Certificate of Occupancy on June 28, 2019.

It should take about a month to complete work required by the punch list. Mark will receive a form on which to record any additional punch list items discovered. Except for door hardware the structure, including HVAC and electric, is covered by a one year warranty. Dan warned us that while work to be done under the punch list should proceed quickly, warranty work can be somewhat sluggish.

The Town insurer, MIIA, should switch our coverage from the Builder's Risk Plan back to standard coverage shortly. Dan will inform both us and the Select Board when this has been completed.

We reviewed and discussed three Change Orders which required our approval.

#17 Furnace and unit heater modifications	\$ 5,784.37
#18 Condensate piping	2,221.00
#19 New flagpole light	3,668.78
	<u>\$11,674.15</u>

John made a motion to accept these change orders which was seconded by Lisa. All voted in favor of the motion.

Dan will take the approved change orders to the Select Board for their approval and signature.

Dan advised us that there are several other change orders still outstanding.

We should be able to receive MBLC payment #4 as we are now in a new Fiscal Year and have met their requirements having

received our Certificate of Occupancy from the Town and will be operating out of our new library by July 5th. Payment should be deposited in our account within the next couple of weeks.

Final payment is scheduled to be made in July 2020 provided we meet final completion requirements.

LEED payment is usually made in the next fiscal year, July 2021, and will go directly to the Town to reduce borrowing for Library construction.

Mark reminded us that we had discussed a tree near the boundary with Brookbend that needs to be taken down. He has now received three verbal quotes. John Field quoted \$3,500, Butternut Tree \$3,750 and John Andrus \$2,000. As there will be a need to cross onto Brookbend's property it is helpful that Andrus also does work for them. Dan reminded us that we need to get a certificate of insurance and W-9 from whomever we chose. After a short discussion Lisa made a motion, seconded by John, that we accept John Andrus' bid to remove the tree. The motion passed unanimously.

Mark will notify Conservation Commission about the tree.

As this will probably be Dan's last trustee meeting, when all his work was done we took a break and refreshments were served. Dan was thanked for all his work and support over the past four years. Mickey acknowledged that he, and his team, has guided us through all the complexities that building a municipal library entails. We couldn't have done it without him.

By 7:45 Dan was back on the road headed for home.

GUEST: Jon Sylbert was present as a member of the Finance Committee. The Town had received a bill for Consultant Fees in the amount of \$500 from Unibank. The Select Board handed it over to Finance who decided it was an expense related to obtaining library funding. It was discussed, we agreed and the money will come out of the construction budget. Mark mentioned that we have not seen an invoice from MIIA for the additional cost of the builders' risk insurance.

MINUTES: The minutes of April 18, 2019 were corrected and accepted by motion made by Lisa and seconded by John. The corrected minutes were unanimously accepted.

The minutes of May 6, 2019 were corrected and accepted by motion made by MaryPaul and seconded by John. The corrected minutes were unanimously accepted. The minutes of June 10, 2019 were corrected and accepted by motion made by MaryPaul and seconded by John. The corrected minutes were unanimously accepted.

GUEST: Julie Shapiro and MaryPaul brought the discussion to the Knox Gallery Committee. The first art show will be mostly two dimensional, restricted to Monterey residents. They wanted to know if it would be possible to hang the first show in the multi-purpose room by July 17th. Answer: Probably.

Next there are several sculptures that were displayed outside the library and are currently stored at MaryPaul's house. She would like to return them and the gallery paperwork.

They asked about signage for the gallery. All signage at the library will have to be reviewed.

Cabinets and pedestals will be needed. They were thinking of 4 - 30" cabinets on wheels for storage and display. And some taller display pedestals.

It was mentioned that furniture for the multi-purpose room has not been fully explored. MaryPaul had some items on her phone which were viewed. Mickey said that she had been in discussion about appropriate furniture with John Camp, a life long Monterey resident who spent his is working years in the furniture business. John had approached Mark and offered his expertise.

DIRECTOR: Opening day is scheduled for Friday, July 5th.

Mark asked the trustees if any wanted to have a key or card to access the building. After some discussion it was decided that it wasn't necessary for a trustee but that Mark should have a back-up in case access was necessary and he was not available.

Mark has received some training with the lighting man. Everything is automatic but we will be able to keep the multi-purpose room lights on when the library is open. Without being able to override the system the lights would go out if no one was moving around in the room. The lights over the front doors and on the side need to be dimmed. Exterior lights are operated by a timer. HVAC system is set to go on 1/2 hour before library opens.

Fiber optic and phone have been connected by Adam Chait of Fiber Connect. Mark wants cordless phones so staff can walk the library to check for items on shelves while discussing them on the phone with patrons. Mark also wants to maintain a Verizon phone in case of a fiber optic outage. It will have to have a different number, but at least there will be a connection. Tune Street will install their equipment on the 17th. Lisa expressed concern about people tripping on the mill stone in the center of the plaza. Mark will ask the Pretty Committee to put a plant in place prior to opening day.

The Friends liked the pictures they saw of the furniture purchased for the library area and event chairs. Added to the list of things that the Friends will need to cover:

1. Supplemental lights over some of the stacks.
2. Lights for the ramp.
3. Clean out and paint the original basement area.
4. Generator, which Dan Andrus should be able to do for under \$10,000.

CHAIR'S REPORT: None.

OLD BUSINESS: Lisa distributed copies of proposed policies for food in the building and gift offers for us to review. We will discuss at another meeting

NEW BUSINESS: Mickey distributed copies of the staff pay scale. After discussion a motion was made by MaryPaul and seconded by John to accept the Fiscal 2020 pay scale as presented. The motion was unanimously approved.

The meeting was adjourned at 9:23pm by motion made by John and seconded by MaryPaul.

NEXT MEETING: Monday, August 5, 2019 7pm
Agenda - Building progress
Grand Opening

Submitted by: Mickey Jervas, Secretary