

Meeting of the Jones Library, Inc., and the Town Libraries' Board of Trustees
January 18, 2023 5:00 p.m. meeting conducted via Zoom webinar

Members Present: Lee Edwards, Farah Ameen, Alex Lefebvre, Tamson Ely, and Bob Pam
Members Absent: Austin Sarat
Also Present: Sharon Sharry, Lewis Mainzer, and members of the public (2 attendees)

- I. Meeting called to order at 5:00 p.m. Tammy Ely, Vice Chair, Chaired the meeting.
- II. Changes/Additions to Agenda - none
- III. Approval of Minutes – no minutes to approve at this time
- IV. Public Comment - none
- V. President's Report - New group photo dates to be discussed at a later date.
- VI. Committee Reports/Question for Committees
 - A. *Library Building Committee*
 1. Meetings are beginning weekly and decision making will be happening quickly to remain on schedule. Next meeting is tomorrow at 4:30pm. Encouraging anyone who is interested in listening or being part of discussions to attend meetings as information and decisions will be presented on a very short schedule to remain on the required timing.
 2. Relayed that the survey on the restrooms closed on January 15, 2023 and we received 211 responses, about 60 of which were paper responses and the rest electronic. Result have been forwarded to committee members of JLBC.
 3. Tomorrow's meeting of the JLBC will be primarily focused on a review of the Sustainability goals and value engineering decisions. The bathrooms will likely be discussed by the committee on the 26th.
 - B. *Buildings and Facilities Committee*
 1. B&F has had two meetings since the last Trustee meeting, one on December 20, 2022 and one yesterday on January 17, 2023. A copy of the meeting minutes for the 12/20/22 meeting are included in the packet whereby George Hicks-Richards provided an excellent summary regarding the boiler that was discussed at the last Trustee meeting.
 2. Question about 1990 portion of the building and the ability to use a heat pump for that system – could we investigate hybrid systems? Believe it is the goal of all to have the most energy efficient and 'greenest' system that is physically and fiscally possible. Have discussed in past meetings the challenges of the current system design and building envelope. Will work with the town and any hired professionals to determine what is possible.
 3. NAL – Town has reported that the project is on schedule.
 - a. Would it be possible to keep track of cost on NAL, cost escalations, change orders etc.?
 4. Building & Grounds Report - in the process of having some work done on the burglar alarm system. One of the keypads is not functioning properly. We will be combining the keypads so that we have one alarm zone versus 2. The option to replace the equipment to keep two separate zones is costly. The system was originally designed as two zones. With the 90's addition the thought was that it would be good to be able to disarm the large meeting room, but it did not work. The alarm system has never been used in that way, so it won't be a big change or issue for staff who have alarm code access. Should happen in the next few weeks.

5. Backup Building planning – the meeting with Sean, Jeremiah, Rob, and Stephanie that was scheduled for January 5th was rescheduled to yesterday afternoon after B&F met so, we don't have an update for today's meeting.

C. *Personnel, Planning, and Policy*

1. Met last week, mostly discussed the Equity, Justice, and Inclusion (EJI) subcommittee status. EJI met last week as a full committee with its newest addition to the committee. Spent a large portion of the meeting discussing the all-user, multi-stall restroom. Walter Lloyd from EJI, talked about navigating the bathroom with a wheelchair. He will try to attend tomorrow's meeting with the JLBC to provide feedback. Commented that often the design for accessibility is not large enough for a motorized wheelchair. Also suggested putting diaper changing stations inside the stalls to make a larger stall for all. EJI discussed how to do outreach with the community.
2. Trying to put together a feedback form on the website. Will come together with ideas and collaborate on forms and try to get up on the website in the next few months.
3. Next meeting is Friday, February 17 at 12:30.

D. *Development*

1. Jones Library Capital Campaign Report provided. \$4,416,030 current total. December additions from individuals \$86,306.
2. Fundraising event on April 29, 2023 believe John Lithgow will be hosting.
3. The Friends will be launching a 'small' donors capital campaign.
4. Had a nice event at the Library for UMass. Will be other brunches for affinity groups.

E. *Budget*

1. Have not approved December or January minutes yet. No major changes to the budget. State Aid contribution is higher than past years. Need to provide a budget estimate to the town as of March 31st. May have need of additional meetings on January 26, 2023 at 10 am February 28, 2023 at 10 am.
2. In FY24 we will be out of the building. To what extent does the budget need to be amended to reflect being out of the building? At this point we don't know where the Library will have its temporary location or the services that will be offered. We won't have that information until after the FY 24 budget needs to be submitted. We will work within the budget that is submitted.
3. Comment that the Annual Fund fills in, mostly for programming. Between COVID and the building project, programming costs have gone down. The balance between contributions to the annual fund versus the capital fund, continuing to work with the public that both are important for contributions.

F. *Investment*

1. As of December 31, 2022, the Endowment is at \$7,973,848 and Woodbury \$643,786.

VII. Friends of the Jones Library System Report – nothing to report

VIII. Directors Report - Received first installment of state aid for \$64k. Second payment will be at least that same amount and be received around May. The state aid received is a direct result of advocating and legislators. Want to stress the importance of saying "thank you" to legislators for the state aid. State aid is especially beneficial as every library can use it for whatever they need.

Meeting adjourned at 5:42 p.m.

Respectfully submitted by Alex Lefebvre