

Meeting of the Jones Library, Inc., and the Town Libraries' Board of Trustees
May 17, 2023 5:00 p.m. meeting conducted via Zoom webinar

Members Present: Austin Sarat, Alex Lefebvre, Tamson Ely, Lee Edwards, and Bob Pam
Members Not Present: Farah Ameen
Also Present: Sharon Sharry, Lewis Mainzer, and members of the public (4 attendees)

- I. Meeting called to order at 5:00 p.m.
- II. Changes/Additions to Agenda - None
- III. Approval of Minutes
 - A. **MOTION:** To approve the minutes of March 15, 2023. *Approved 5-0.*
 - B. Clarification to information presented in prior meeting and reflected in the meeting minutes regarding MA Law and Federal Guarantee going up to \$250k and MA law covers beyond that. Trustee Pam clarified that he said we don't hold more than \$250k in account typically, but in fact we do.
- IV. Public Comment - None
- V. President's Report – express thanks and gratitude to Capital Campaign Committee and Library Director for their work resulting in the award of the NEH Grant to the Library. Another affirmation of the importance of the renovation and expansion and in particular to some of the components that will be added with the addition. Appreciated McGovern's press event announcing the grant and appreciate comments made by Congressman McGovern, Representative Domb, and Councilor Lopes regarding the importance and impact of the project. Appreciate all of the support and work done by legislators.
- VI. Committee Reports/Question for Committees
 - A. *Library Building Committee (LBC)*
 1. Awaiting a cost estimate that will occur sometime end of May/beginning of June. There was an emergency with one of the cost estimator's families so we don't yet have a date certain on when the cost estimate will be received.
 2. Met with Town Manager to make clear that we are all on the same page with respect to the project and what might happen if project did not go forward. Clear that Town Manager understands if project does not go forward the immediate needs would be for roof and HVAC system. Space planning and sustainability improvements are not options that have been costed out or planned for and the WBI and Kuhn Riddle work did not contemplate either of these things.
 3. Town staff will meet with the Library Director and George to create a proposal for the Plan B work that will be presented to the Trustees for approval.
 4. Town Manager has signed a contract for \$20k for the permitting process for the project to get underway. Waiting to hear from OPM on variance for restrooms. Waiting for geotechnical services contract to be signed by TM – site conditions. Will also need a contract for HAZMAT testing.
 5. LBC will meet again June 8 at 11 am to look at samples of the bricks that might be used on the exterior and then again on June 15.
 - B. *Buildings and Facilities Committee*
 1. 2 meetings since last Board meeting (minutes for both are in the packet).
 2. Delivery van – supply issues, no updates.
 3. NAL – possible August reopening (waiting on electrical part needed for COO).
 4. Still working with the Town to agree upon future operating costs of the building and how those costs will be shared between the Library and the Town.
 5. Graffiti still an issue in the building.

6. CRESS now has an office in the building.
7. Status of the tent – presenting request to Planning Board this evening.
8. **MOTION:** The Board of Trustees direct the Library Director to request multiple options in the procurement request for engineering services relative to the replacement of the HVAC systems at the Jones Library, including but not limited to a system that would comply with the Town’s sustainability statement relative to municipal building projects and options for standalone systems where practical, such as for the Special Collections rooms and the Woodbury room. (*Approved 5-0*)
9. Comments regarding the Motion:
 - a. On November 9, 2022, the Director of Sustainability for the Town of Amherst notified Department Heads that the Town of Amherst created the following sustainability statement that is to be included in all procurement requests for municipal building projects. The statement is to be included to reduce the number of proposals that include fossil fuel systems and support the goals for efficiency and carbon neutrality proposed by ECAC that were adopted by Town Council.
 - b. The Amherst Town Council has committed the town to a goal of carbon neutrality by 2050. The Energy and Climate Action Committee’s 2021 Climate Action, Adaptation and Resilience Plan offers guidance on meeting this goal in the sectors of Buildings, Renewable Energy, Land Use and Natural Systems, Transportation, and Infrastructure. Projects that replace end of life equipment must adhere to meeting the stated goal of carbon neutrality by replacing fossil fuel systems and technology with applicable and available renewable alternative technologies.
 - c. The Jones Library building would not automatically include a sustainability statement unless directed by the Trustees of the Jones Library.
 - d. If project does not move forward, will not be seeing a revision or renewal of this type of project in the future so want to make sure any project is as sustainable as possible. Likely the only thing to be funded in the future, this is the part we would need to make compatible with where the library will need to go.
 - e. If project does not go forward, the Library has committed that it will spend \$1.8M, ultimately the question of what is done with HVAC and roof will be decision of the Trustees.

C. *Personnel, Planning, and Policy*

1. **MOTION:** To change the name of the Jones Library “Equity, Justice, and Inclusion Subcommittee” to the Jones Library “Justice, Equity, Diversity, and Inclusion (JEDI) Subcommittee.” *Approved 5-0.*
2. Six-month mid-year check in provided by the Director. It is a document created for talking points. Was created in March.
3. The Library Director is working on multiple fronts and doing much more than the job description entails. As an example, the NEH grant that was awarded has added additional work (95-page application). Important to recognize a lot of ‘invisible’ labor being done in addition to running the Library.
4. Referenced minutes in packet of updates to JEDI and PPP committees.
5. Question if we would we consider updating the evaluation form? It is part of the PPP packet for consideration.
6. Question if we want to consider conducting our meetings in person every few months? General agreement this would be a good idea. Clarification that we are unable to do a hybrid meeting so that when we do meet in person, the public would also need to attend in person.

D. *Development*

1. Annual Fund end of April \$94,896 contributions from 627 gifts.
2. Capital Campaign as of the end of April \$5,79,1418 (\$1,011,888 in the last month), predominately pledges vs cash in hand.

3. **MOTION:** To approve the Capital Campaign Committee's recommended list of Naming Opportunities, included in the Trustee packet. *Approved 4-1 (Pam – no).*
 - a. Concern expressed about the extent of naming opportunities.
 - b. Clarify that the Board previously approved naming opportunities. Being asked to approve the list of the designation of the floors that was not previously available when we discussed this.
 - c. Question – how likely that every one of them would be named? Think it is entirely likely they will all be named and with higher amounts than indicated. Will they be designated with a plaque? A designer will be hired to make sure that naming will be done in a tasteful way.
 - d. Comment that there have been meetings with donors who are interested in naming opportunities.
 - e. Question regarding the language in the MOA with the Town and if it allows the Capital Campaign to hold collected funds rather than paying them to the Town. The Town and Library have met and are in communication and the decision to hold the remainder of the funds until the project is approved was a joint decision and agreement.

E. Budget

1. Budget was presented to Town Finance Committee. Expect budget to be approved in June. Part of presentation included a status of the Development Committee efforts which included the proposal by one of the legislative bodies. Wanted to clarify that until the state budget is approved the amount and receipt of those funds is not yet certain.
2. Audit report has been completed. A couple of corrections were made, most were incorporated. Recommend approving the audit as it stands.
3. **MOTION:** That the Board approve the Audit Report included in the Trustee packet. *Approved 5-0.*
4. Comment that the Audit had no negative findings of any kind and want to make note that it is a mark of distinction of the folks handling all of the reporting, document, management and expenses of the budget and income.
5. Further comment that there used to be issues with the audit that no longer happen and would like to express gratitude to for the work of Trustee Pam, the Library Director, John Shannon, and Tashi Chodon that have consistently resulted in clean audits.

F. Investment

1. Current value of Endowment was \$8,453,243 and Woodbury \$682,692.
2. Investment Committee met on April 26– Question was raised during the meeting if US were to default, what would happen and what should we do? The best thing to do would be to stay the course. Vanguard suggested if an organization needed cash and knew they were going to need some cash at a time when the market might be adversely affected, then you might alter your holdings, but short of that the recommendation was to stay the course.

VII. Friends of the Jones Library System Report – no report

VIII. Directors Report

- A. **MOTION:** That \$5,360 be withdrawn from the Woodbury Fund for Teen programming. *Approved 5-0*
- B. ViewPoint – approached by producer of TV show. Want to recommend the Trustees pay for work out of Capital Campaign Funds. Will end up being a 7-minute professional production, shown across the country. Series of Educational Short Stories. Doing a series on Community Resources. With COVID behind us people are looking to community resources. As part of the process could turn the renderings of the novation and expansion into simulation. The end result would be to put on public tv and we would own everything as a result. Would be produced in 4 months.
 1. 10-15 hours of 'our' time. Would be released in October. The Capital Campaign already had a \$25,000 budget line for a 'film' to assist with fundraising. There is also an underwriting

opportunity for BOA or other companies that would be interested in underwriting something like this on a National level versus directly giving to the Capital Campaign.

2. Question of what would be in the video – they appear to be promotional in nature. Is this the right kind of video for use in a capital campaign and a question about where it will be distributed.
 3. Question if we can have more than one underwriter sponsor?
- C. How many people typically see the videos? An email from the producer provided the following – ‘a 5–6-minute short documentary, or identity piece, that will be used in a narrowcast campaign inviting 1,000,000 email addresses within demographics of your choice (age, gender, zip code, professions, etc.) to watch the video via a ‘private screening’. The average open rate is 16-18% and the average click through rate is 2-4%. The 5–6-minute short documentary will also be digitized for video streaming on your website.’
- D. Some additional questions the Library Director is pursuing.
1. Want to make sure Jones gets full 7 minutes (not sharing time with other libraries)
 2. Make sure we can use all the footage.
- E. Request to send additional questions to the Library Director if we have them.
- F. **MOTION:** The Board of Trustees endorses the proposal to make a video about the Jones Library and authorizes the Library Director to continue conversations to that end. *Approved 5-0.*
- G. Clarification that the above vote is not a directive to spend funds. The actual funding of a project, if it goes forward and if needed, would be a vote of the Capital Campaign, not one made by the Trustees.

IX. Meeting adjourned at 6:24 p.m.

Respectfully submitted by Alex Lefebvre