

FITCHBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes September 13, 2023
Virtual Meeting

Trustees present were: Chair Matthew Bruun, Sabrina Holley-Williams, Mary Rice-Hurley, Joanne Huse, Cynthia Jones, Jacalyn Kremer, Dennis Pierce and Jim Walsh. Also present were Director Deb Hinkle, Assistant Director Jean Tenander, Jeffrey Hoover and his associates from Tappe Architects and Tony DiLuzio from Colliers.

PUBLIC COMMENT

Jacquelyn Wehtje addressed the Trustees.

CALL TO ORDER

The meeting was called to order at 6:35 p.m.

APPROVAL OF THE MINUTES

The minutes of the August 9, 2023 Trustee Meeting were approved with an amendment adding Cynthia Jones to the list of members present.

Chair Matthew Bruun moved reports from Jeff Hoover and Tony DiLuzio from COMMITTEE REPORTS to the front of the agenda.

Tony DiLuzio said 3 bids for General Contractor had come in well within the range of the estimate. He said all the permitting agencies, eg. DPW, police, fire etc., have reviewed the project and have not found anything out of order.

DiLuzio said work on the temporary space is progressing. The electrical work is moving forward including working with the IT department. There has been a low bidder for the HVAC work. He said he hoped to make a recommendation to the City tomorrow.

DiLuzio invited questions from the Trustees. Chair Bruun asked how the necessary work still to be done on the HVAC system affects the scheduling for the main project.

DiLuzio said he will send email updates regarding the schedule. He said equipment will be ordered only after a contract has been signed. He said the temporary space bidding will not affect the building schedule and the contractor should be on site by mid-November at the earliest. We are still on track in time terms.

Jeff Hoover was here with the landscape architect from Warner Larson, Amy Allen. He said was working through a list of questions from various city departments. He said he believes he has satisfactorily answered any concerns which have been raised.

Hoover said the fundamental issue for the Planning Board was related to parking. Because of the necessity of having a buffer zone and landscaping between the parking space and the sidewalk or street, the number of spaces has to be reduced. Also parallel parking is not considered optimal.

There was discussion of where the staff would park. In the 2016 grant application staff parking was located in the City parking garage.

Neither the Planning Board nor the police have any objection to the re-configuration of the parking spaces. He said the DPW is comfortable with situations which cannot be altered.

Hoover said there were various other small issues raised which are included in his report. He said the lighting fixtures will be dark sky compliant. There was also a discussion of which doors would be used for staff entry. Chair Bruun said it was important for the staff to feel safe.

Friday will be an additional chance to informally present for a departmental review and then the formal hearing before the Planning Board can be scheduled for a time in October.

Jacalyn Kremer asked about handicapped entrances. Hoover said all the entrances are handicap accessible.

Hoover said his goal was to have all the questions answered before the October hearing. DiLuzio said the bids should be ready by the end of the week.

Chair Bruun thanked all the visitors and they thanked the Trustees.

CHAIR'S REPORT

Chair Bruun said it was great news that project bids had come in.

LIBRARIAN'S REPORT

Director Hinkle said the ARIS report which we are required to submit to receive state aid, has been submitted.

She said the Summer Reading Program had been successful.

The Library will continue with room bookings and programs until we have a fixed date for the move.

She suggested finding a company, preferably local, which can create a series of stills and videos to document the project's progress for our webpage. She will bring quotes to the next meeting.

COMMITTEE REPORTS

Finance -Joanne Huse said next month's Finance Committee meeting will be at the beginning of the 3rd quarter so there will be more complete figures. She said bonds are doing better than stocks. Jim Hohman has reassured her that money needed for the building project will be available.

Building -Moved to the beginning of the meeting.

Nominating - Jim Walsh said he wanted to mention that one thing that is considered important when grant requests are being considered, is whether all the Trustees have contributed something to the project. Non-profits supporting projects like this consider it important.

He said nominations for new officers were: Chair - Matthew Bruun, Treasurer - Joanne Huse and Secretary - Cynthia Jones. There were no nominations from the floor.

A motion was made and unanimously approved with no discussion.

Chair Bruun thanked the Trustees for their confidence in him and thanked Joanne and Cynthia for their work.

Policies - Jacalyn Kremer said there was nothing new to report. She asked if the committee was to consider all policies or just the issue of political activity in the Library. Chair Bruun said it was just for this one issue and it was important for it to have time to engage in a thorough examination.

Jacalyn Kremer said it was a good idea to meet with the MBLC in the future.

NEW BUSINESS

There was no New Business.

OLD BUSINESS

Cynthia Jones asked if it would be possible for the Trustees to see the temporary space before it is open to the public. It will be but at the present the work being done prohibits visitors.

There will be a 3 week notice to the public before we move. We will then be closed to the public for 2 to 4 weeks while we organize

ADJOURNMENT

The meeting was adjourned at 7:34 p.m.

Respectfully submitted by Jean Tenander
for Cynthia Jones