

Library Trustee Minutes (w/LEC) held September 6, 2022 at the Cornish Town Office Building (draft)

Members Present: Laura Cousineau, Heidi Jaarsma, Sue Chandler, Dilly Gallagher, Kathi Patterson, Larry Dingee, Caroline Storrs

Public attending: Nancy Newbold, William Palmer, Jill Edson, Stephanie McAndrew, Larissa Sharff, Sandy Guest, Bill Gallagher

Zoom: Keith Mullane, John Dryfhout, Daisy Yatsevitch, Colleen McNeill, Chris Surunis, Martha Zoerheide, Cory Fitch

Laura Cousineau, as chairperson, called the meeting to order at 6:30 PM. Laura asked if there were any corrections to the draft minutes of August 16th, 2022. Sue Chandler made one correction and that was to eliminate the word “was” on pt. 2, paragraph 3. The minutes were then declared approved.

Laura gave several updates. Laura and Kathi will be meeting with Mr. Anderson, a person recommended by Banwell, for some guidance on soft costs for both buildings. Larry asked what was included in the definition of soft costs. Laura explained that soft costs include furniture, lighting that is not overhead, shelving, etc. Caroline recommended being open to second hand furniture to keep costs at a minimum. Sue suggested that the consultant see both buildings as well as plans. Kathi said that the meeting had been posted.

Laura then explained that the trustees met on August 23rd for a work session to assess assumptions of operating costs for both buildings at present day value. Heidi recommended listing expenditures and revenues separately so a clearer picture can be ascertained rather than a net figure. Larry asked about the heating costs and Kathi affirmed that \$2500 had been allocated for heat this year but this line item may have been overspent due to the present cost of fuel oil. Laura said the goal is to have comparable operating costs for both proposals.

Next on the agenda was an update on the Open Forums for Banwell and MA+KE. Caroline explained that she had contacted Mary Curtis at the Town Office. The Town Hall has been confirmed for September 29th, 6:30, for Banwell and October 4th for MA+KE. Caroline said that she will set up in the afternoon. Banwell has need of the use of screen but will use their own computer and MA+KE will need screen and computer (have talked to Heidi). Caroline will do an introduction for the two forums and ask Colleen to do a short explanation of funding for the store and Caroline asked Larry if he could do a short explanation for MA+KE on how it came about at March meeting and explanation of how it will be funded. Each architect will have about 1 hour and a half for their presentation which will also include a time for Q&A. Jill Edson suggested that the meeting be recorded so if a member of the public was unable to come, it could be viewed at a later date. It was decided that Caroline and Jill will look into the feasibility of making that possible and report back at the next meeting. Caroline passed out a possible mock-up for a flyer. There were several edits. Larissa Sharff offered her ability to help format. Heidi will contact her. Sandy will offer refreshments and that info needs to be added to flyer.

Larry will confirm with MA+KE the October 4th date. Caroline will contact Banwell to send to Heidi a PDF of updated plans from Banwell so it can go on the web site. It was also suggested

that a URL to the Town website be included on the flyer.

Larry asked if there was going to be an updated construction cost from the original January 2022 cost analysis so we are comparing apples to apples. It was suggested that numbers be adjusted by Trumbull-Nelson to reflect costs for both projects at this time (September) since costs have been so variable. Heidi also feels that the agreement with Colleen needs to be finalized and agreed upon with the Selectboard with a date so that there is a written understanding between the two parties and acceptable with both parties (the Selectboard and Colleen).

Next on the agenda was to review the Comparative Analysis begun by Kathi. Kathi has listed 12 different categories for comparison (see handout). Kathi identified the following categories: construction costs and related tax impact, operating costs and related tax impact of the physical plant, staffing (at current rates), staffing (at proposed pay rates), projected capital maintenance costs, cost estimate to furnish, code compliance, outdoor space, parking, shelf space (linear feet), program space (ALA standards are 25 sq. Ft. Per seat), and community space. Further discussion included ADA Code Compliance. Caroline suggested simply just keeping the category as ADA Compliant for both but Larry would like known the complexity of ADA compliance for the GSL. The “Store” library should include that the mezzanine and basement level will not be ADA compliant.

Discussion of linear feet of shelving was discussed. Kathi was not sure how MA+KE calculated their figure that was used in the proposed schematic plans for the renovation of the GSL. A figure had been reached earlier with Stephanie McAndrews for a figure that would accommodate future shelving and was calculated at available shelving space now plus 1/3 more space. That figure is reached in both building plans but Laura suggested that the true figure needs to be the figure that calculates for the future capability of each building for shelving. Therefore, the Comparison Analysis would also include a future capacity shelving figure as well as the figure increasing the book shelving from the present figure by one third. Heidi suggested repurposing shelving when at all possible. Heidi also mentioned that the question of what will be able to be shifted to a new location will need to go through cy pres with an appraisal completed before the process begins.

Larry would like the list of needs to be visually available at each presentation of architects. Heidi would also like listed on the needs who was on the subcommittee and would also like time to review the categories of the Comparative Analysis so it will be included on the agenda for the next meeting.

Since it was close to 8:00 PM, the Final Report will be discussed at the next meeting as well as as a report from the Community subcommittee. The next meeting will be September 20, 2022 at 6:30 at the Town Office Building. Caroline hoped that the final draft of the flyer would be completed so it can be reviewed and sent out on September 21st.

Meeting Adjourned: 7:59 PM.

Respectfully submitted,
Kathryn Patterson, Library Trustee