

**Minutes- draft
Library Trustees (w/LEC)
01 November 2022
Cornish Town Office**

Present:

Committee members: Laura Cousineau, Heidi Jaarsma, Dillon Gallagher, Kathi Patterson, Larry Dingee, Susan Chandler, Caroline Storrs

Citizens: Judith Kaufman, Richard Scheuer, Nancy Newbold, Elizabeth Jarvis, Keith Mullane, Colleen O'Neill, Stephanie MacAndrew, Jill Edson

1. Call to order - The meeting was called to order at 6:30 pm by Laura Cousineau, committee chair.
2. Approval of October 25, 2022 Minutes - The committee reviewed draft copies of the Library Trustees minutes from 10-25-22. They were accepted after Appendix 13 was amended to include the actual results of the vote on Caroline's motion - 4 in favor and 3 against not including pages 5-35 of the Environmental Consideration document.
3. Review the Appendices - This item on the agenda included the following note - Appendices are not meant to represent every piece of information gathered by the work of the committee. Rather, they support the information contained in the Final Report. Other requested reports and information approved by the committee will be posted to the Committee's section of the town website.

Laura handed out a revised Appendices that included the revised Non-binding Letter of Intent from Colleen but that did not include several of the documents from the last meeting's appendices. She explained that the committee had spent 14 months together, had been working as best they could to fulfill the charge given to them by the Select Board, and that at several points in the process, they had asked the Selectboard for direction. She felt that everything the Selectboard had asked for had been done and that, in the process of finalizing our report, we should not be adding new questions or new points of information but should only be considering items already requested and in evidence. The committee then reviewed the Appendices for the Final Report:

Appendix 1. Committee Charge - Posted on the Committee web page (Note: The revised March 14, 2022 version of the charge with the addition of the word "advisability" and the expiration date for the committee of on or before March 30, 2023 is not posted.)

Appendix 2. Letter of Intent - Colleen reviewed the new wording in her revised letter of intent. She would also like to add "during and after regular business hours" to stipulation #4 describing policies for the use of community space. Heidi asked if Colleen's counsel had reviewed this new document and would it be safe to assume that, if this letter of intent changed after the meeting, our recommendation might also change. Larry felt that

it would be up to the Selectboard to decide what happens next should any significant changes occur. There was also discussion of the meaning of the March 18, 2028 date. This is the date that, if the fundraising goal is not met, the offer will be terminated. The committee agreed to accept this amended Non-binding Letter of Intent for inclusion in the appendices.

Dillon wanted to know if the trustees had the statistics for the daily visits. Stephanie, the librarian, noted that she keeps statistics and is required to calculate these statistics and report them on the library's yearly report to the N. H. State Library. She will email them to the Selectboard. (Note: The Library's Report on page 57 of the 255th Annual Report states that circulation for 2021 had increased by 80% and library visits by 50% from the previous year.)

Appendix 3 - Proposed Warrant - This would be the warrant prepared for the 2022 Town Warrant. The Selectboard will be in charge of wording the new warrant for presentation at the 2023 meeting. Susan suggested adding the word "sample."

Appendix 4 - ADA Building Assessment Report - This is the Tom Ladd report that is posted on the Committee web page.

Appendix 5 - Quotes and Plans for Soft Costs - Laura explained that the dollar amounts for soft costs will be significantly less with the use of some of the current shelving and furniture, the subtraction of the installation cost of \$9,000 listed for one building that was not listed for the other building, and the purchase of used furniture instead of all new.

Appendix 6 - Minutes, July 23 Open Forum

Appendix 7 - Survey Results

Appendix 8 - Banwell Phase 1 Plans

Appendix 9 - MA+KE Phase 1 Plans

Appendix 10 -Library as a Community Center Report

Appendix 11 - Community Room Policies

Appendix 12 - Library and Community Room Benchmarks

Appendix 13 - Non-Architect Questions Received at Forums

Appendix 14 - Environmental Considerations

Appendix 15 - Operating Expense Comparison

Appendix 16 - MA+KA Energy Cost Email

Appendix 17 - 1910 Warrant

Appendix 18 - ADA Compliance

Appendix 19 - Videos of Architect Open Forums (URLs)

Appendix 20 - Questions and Comments - Laura projected the three documents with the questions and comments she had been collecting (and answering if a question) since Colleen's letter had been read at the 2022 Town Meeting. Larry questioned what had happened to the comments that were personal criticism of and/or personal attacks on members of the Committee, the Trustees, the CCI, or any others involved in the process. Laura replied that she had deleted them.

Laura then spoke to her reasoning for why several documents had not been included in the appendices with this motion, " Regrettably, the statements in the remaining documents forwarded from Heidi are problematic. They either speak to information not requested, information not in evidence, conflict with other facts in evidence, or are statements that would be challenged for accuracy. I therefore move that these documents not be accepted as appendices or included as documents on the Committee's website." Caroline seconded. During the discussion, Heidi stated that, since the Interim Report had been added, things have changed from that document. She wanted to emphasize that a Cy Pres for the store building would have no chance of success. She then withdrew her documents so there was no vote on the motion.

4. Several modifications were made during the discussion of the Quantitative Comparative Analysis.

- * Larry wanted someone to call Banwell to get the actual square footage of the store building as he did not believe the Total Square Feet was @6,000 sf as was stated in the document. Caroline said that the Banwell plans listed the square footage as 6,000 SF +. It was agreed to eliminate the "@" and add "+/-" after 6,000 for the store building square footage.
- * Heidi wanted to know why 20 hours was chosen for operating costs. She questioned if using 20 hours of open hours was a realistic number considering other libraries with similar space were open a lot more hours. Kathi explained that this was a starting spot, was higher than Colleen's original 15 hours stipulation, and that the number of hours could be increased if there was demand. Stephanie cautioned that there were many factors to be considered when setting operating hours including - the location in the town, the population of the town, and patron demand.
- * Heidi asked if we wanted to delete the Tax Impact line from Soft Costs since we did not yet have accurate numbers for those costs. That line will be deleted. Laura stated that there is good news and bad news here, "We got what we paid

for." The Selectboard will be asked to consider the fact that these are estimates only.

- * Susan asked that "2 bathrooms" be included under "Toilets" for the Renovated Store as the actual number was not directly stated in the comparison.
- * Caroline wanted to add the tax impact of the loss of property taxes if the store becomes a library. She felt it was important that, on the 2021 tax rate, this loss would represent an increase of \$0.04 cents per \$1,000 of value and would represent an \$8.00 increase for a house valued at \$200,000 or a \$16 increase for a house valued at \$400,000. Heidi estimated the median house cost was close to \$230,000 so the increase would be \$9.20.
- * Larry did not like the \$8,000 estimate in the Capital Maintenance Costs section for the cost of Exterior Painting for the proposed library. He felt this figure was too low considering that the entire building would have wooden siding. The committee agreed to raise the amount to \$16,000.

5. During the discussion of the Narrative Comparative Analysis, Larry questioned the "No" statement about the Possibility of Solar Energy for the renovated Stowell building. Susan reminded him of the discussion the Stowell Renovation Subcommittee had had with MA+KE and of Tony Newton/s statement about the tree line blocking a lot of the sun during the day.

6. The committee reviewed the Recommendation section of the report. Caroline and Kathi had combined the recommendations received from Laura, Susan, Caroline, and Kathi into one statement for this document.

- * Larry made a motion to take the MA+KE plans to the next phase. He wanted to ask the Selectboard to include a warrant article for renovation of our existing library. Colleen reminded the committee that their charge did not include exploring a second option. There being no second, the motion was dropped.
- * Kathi moved that the committee accept the recommendation as written. Caroline seconded the motion.
 - o During the discussion that followed, Larry stated that "No," he was not in favor of accepting the recommendation. He did not feel it was in the best interest of the Town.
 - o Heidi stated that she felt there were two parts to the recommendation. Although it stated that the relocation was advisable and feasible, she felt she would have to agree with both parts of the recommendation.
 - o Susan wanted to consider the aesthetics of the new building.
 - o Caroline stated her opinion that it was a generous gift and up to the Town to decide.
 - o Heidi called the question.
- * Kathi, Laura, Caroline, and Susan voted in favor of the motion to accept the recommendation as written. Larry, Heidi, and Dillon voted against the motion. The Final Report will include the recommendation as written.

7. Laura moved that the Final Report be accepted by the committee. Susan seconded the motion. During the discussion, Heidi stated that she wanted more hours and that she felt staffing was important and should have been discussed more. The motion carried on a 4 Yeas vote (Laura, Susan, Kathi, Caroline) to a 3 Nays vote (Dillon, Heidi, Larry).

8. The meeting with the Selectboard to present the report will be Monday, November 7th, at 6:30 pm at the Town Office Building. It will be ok to come early.

9. Final Comments - Dillon thanked everyone for 14 months of work. Although the committee members were not always in agreement, we were all doing what we felt was best for the Cornish community.

10. The meeting was adjourned at 8:30 pm.

Respectfully submitted, Kathi Patterson