

Cambridge Public Library Board of Trustees Meeting
June 21, 2022 11:00 a.m.

Attendees: Sue Sawyer, Ken Gottry, Becca Flynn, Bob Odess and Monica Ravreby

Absent: Gerry Preece and Mary Ledlein

Approval of May 31, 2022 minutes: so moved by KG and seconded by BF

Treasure's Report: Waived due to bank statement unavailability.

Director's Report:

Senior Pop Up Lunch had 12 in attendance...next one is scheduled for August.

Summer Reading Sign Ups have begun

K, 1st, and 3rd grade all had their library visits and all went really well.

Bella set up a table at the Pride Event on June 11th, issued some new library cards and set up a great interactive project.....now hanging in the window at the library.

First StoryHour went well, had 10 children and 13 adults, Mollie Bell has taken over as coordinator as of June 21st and doing an awesome job.

Air Terrarium program is scheduled for July 16th.

3 Ocean Themed STEM programs for kids scheduled for July 22, 29, and August 5 at 3 PM.

The elementary school Summer reading students (grades k-4) will make weekly trips to the library (Wednesdays) beginning July 6...we will be reading a story each week, having lunch on the lawn and checking out books.

Farm 2 Library pick ups are going well (thanks to all who have volunteered to help), we get a great selection of food and it is easier to stock the fridge while the library is closed. I had a spare key made just for food pick up and will leave it in my desk drawer for pick up volunteers that do not already have a library key.

Bob gave me the check for Cambridge Valley Chamber of Commerce gift certificates and Cristina spoke with Sara Kelly and she said the brochures are at the printer and we should have them all next week.

The Friends of the Library will be splitting the cost of gift certificates with us again this year.

Cleaner: Donna is doing a wonderful job cleaning each week. She leaves me a list of what she does and what areas she paid special attention to. I can always tell when she has been here, even without her list.

Painting; Dean has begun painting the windows and is going well and that price may need to be amended due to additional glazing.

Building Project: discussion in regard to accepting Paul Mays proposed contract **and** suggestions/comments by Clay Palazzo included many questions and concerns which will be summarized by Ken, and will then be forwarded to Paul via Gerry. *See attachment below. Other items of conversation were:

Potential library visits, Paul's help with grant funding, selecting easy to maintain tech, lighting fixtures etc. and need for a land survey to confirm village boundaries. (Becca will contact Peter Bell)

Meeting adjourned at noon by KG, 2nd by BO

Next meeting: July 26 @ 10:00

Respectfully submitted by Monica Ravreby

*We'd like you to contact Paul to get clarification on these items

•Based on his experience, what does Paul estimate our project might cost? We're not going to hold him to this number. We just want to know is this \$1M or \$100M

Paul's proposal mentions phases and corresponding grant funding. Based on Paul's experience, how many funding phases does Paul expect? Again, we're not going to hold him to this number. We just want to know if he thinks we might have 2 or 20 or 50 phases.

•Based on Paul's experience, what sort of Library closing does he foresee during the construction? For example, the new addition attaches at the current entrance, the only entrance. How will we stay open or how long might we have to close, based on what Paul has seen in other projects?

•In the "Existing Conditions" section of the proposal, Paul mentions a replacement matrix. We suspect that the current state of some of our infrastructure may need to be immediately replaced before construction can begin. Will Paul's deliverable from this section provide us with this information?

•We like the services provided in the Support Campaign but we're unclear about the cost. The proposal says "Hourly, allowance of: \$4,000 + reimbursables". Roughly how many hours are anticipated in this \$4000? Will these hours be spread across all of the other 3 sections (Existing, Program, and Design) or are they anticipated to be at or toward the end.

- We'd like more of a breakdown of the Design lump-sum-fee of \$10,000. We've read the items listed in the Design Related section, but we're not sure of how these related to cost and deliverables
- We'd like clarification about HazMat. We read the bullet at the bottom of page 2 of 7 about "hazardous materials" but we'd like to have Paul expand upon this bullet.
- We like Paul and we'd like to have his involvement throughout. We understand BRMA has other, junior and senior in-house staff who will work on the project. But we'd like to know how involved Paul will be throughout the project, especially when/if BRMA contracts other projects