

Boylston Public Library
Meeting of the Board of Library Trustees
August 9, 2023

Attendees: Erica Hout, Prashant Bhabhalia, Acuzena (Sue) Filsinger, Jean Therriault, Susan Therriault, Maria Zapp, Arlene Murphy
Absent: Beth Wilson

Materials: Minutes of August 9, 2023, Board of Trustees meeting
July Library Report
July Bill Schedule
LLB MD-1 Fee Proposal Amendment

Because of the state's declaration of a state of emergency due to the coronavirus pandemic, this meeting was held remotely through Zoom, an online technology approved by the Commonwealth of Massachusetts' open meeting law. This meeting was recorded in its entirety and is available for viewing. In accordance with the Commonwealth of Massachusetts open meeting law, a formal roll call of attendees was taken.

Call to Order

The meeting was called to order at 6:02 pm by Maria Zapp.

Approval of Minutes

Arlene reviewed the changes that were made to the first pass of the minutes which included: 1-) correction to a misspelling and 2-) Maria's suggestion that the board acknowledge that Erica is the only full-time employee on the staff. The latter was inserted in the section regarding budgetary restrictions as they pertain to program development.

Maria made a motion that the minutes be accepted with these amendments. Susan seconded; the motion was approved unanimously.

Correspondence – Erica

None of note.

Treasurer's Report – Prashant

Prashant noted that we have not received the August statement, however he verified that our new balance is \$6124.77 which includes \$.09 interest. Maria made a motion to approve the report, Arlene seconded. Report was approved unanimously via a formal roll call.

Directors Report – Erica

1. The search for a library assistant will end this Friday. The job was advertised on MBLC and Simmons job line, also Indeed and Handshake websites yielded a large pool of 14 diverse candidates.
2. Maggie Lyerly is no longer employed at the library – The Page position is now open. 2 applicants to date.
3. New Website – 'In the Loop' is more mobile and tablet friendly. There is a new volunteer page which helps recognize more of a formal volunteer program; highlights expectations, roles, and includes a link to application. In addition, a Volunteer Code of Ethics has been created.
4. Details regarding the alarm system. 1-) There are 3 'HELP' buttons – 1 at Erica's

desk, 1 at the circulation desk, and 1 in the children's desk. There are 3 receivers which will chime at all locations simultaneously. These are functioning and the staff has been trained to use them when there is a need for backup. In addition, there are 2 stationary panic buttons – one for police and one for fire.

5. ARIS (Annual Report Information Survey) reporting is underway. This report is required by the state and has an impact on our certification and ability to qualify for state aid funding. Maria will receive the final report on Friday for her review and signature. Very detailed statistics of library use show In-house laptop use is down, but printing is up. Request for screen free areas. Scaled back on iPad games – specifically parents have requested that the Osmo game be kept behind the desk.
6. All ages programming field added to the monthly Library report. Closely mirrors reporting required by ARIS.
7. Fall Festival is slated for Sept 30th from 2pm – 5pm. There is a link to particulars on our website. Friends book sale is not confirmed currently. POD will be needed – same size as last year – placed in the same location. The Cultural Council and Community Preservation Committee along with other town departments and organizations will be invited to attend.
8. The director will be away on vacation for our September meeting– Alexi may step in.

LPC Report – Jean

July 13 the LPC met with Mary Bulso (GC) and Brian Valentine (LLB) – and discussed our priorities -also conducted a walk through which included a visit upstairs. Viewed the parapet which is leaning out – noticed metal rods exposed.

On July 15 Brian said we need a structural engineer – information has been given to OPM as it represents a new issue.

July 19 Historical District Commission meeting held – voted for approval of our proposal. Results were posted – no issues.

August 7 Requested status regarding our updated field proposal from Mary and Brian.

August 8 Received Fee Proposal – intent was to add under current LLB contract.

August 9 Reviewed by town counsel. Need to have a phone meeting with Steve Madeus re: our interest in sticking with LLB. Need to have a phone meeting with Steve Madeus if a new contract is needed or if we can update and include addendum.

Jean also reviewed and explained in detail the entirety of the Fee Proposal Amendment 1 document, submitted by LLB and noted that LLB is asking for \$24,450 for architectural fees and \$5,500 for Structural evaluation allowance.

LLB schedule of deliveries includes:

Sept 2023 – Develop and Review Preferred Options

Oct – Nov 2023 – Prepare Final Design Construction Documents.

Dec 2023 – Assist with Project Bidding and Negotiation

Jan-June 2024 – Perform Construction Administration

We are not able to vote on this at this time – may need to call a special meeting in the future to approve the addendum.

Maria asked how we could move this along quickly – Jean said we need to speak with Steve, follow by getting Trustee approval, and finally getting everything arranged and signed with LLB.

Steve needs to know how much construction funds will be available – Erica suggested telling Steve our budget limitations. If we are under \$300,000 it won't trigger a designer selection process.

Trustees agree that we should continue to work with LLB rather than start the whole process all over again.

Old Business –
None currently.

New Business

The board agreed unanimously to grant permission to the Friends Book Sale – ahead of time given that we would not meet again until Sept 13th. Permissions include renting a pod, placing it in the same corner of the parking lot as last year, and having it removed by Oct. 4th, 2023.

Adjournment

The meeting was adjourned at 7:05 pm.

Respectfully submitted,
Arlene Murphy