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Special Meeting of the Wethersfield Library Board November 15, 2007

Members present: Paul Courchaine, Greg Curtin, Tracy Gionfriddo, Susan Grady, Clare Meade, Brad Milvae, Pauline Moon

Members excused: Greg Bedula, Howard Greenblatt

Staff present: Laurel Goodgion, Library director; Liz Kirkpatrick, asst. director

Others: Andrew Adil, mayor; Joseph Coombs, Building Committee chairman; Bonnie Therrien, town manager

At 6:45 Chairman Greg Curtin distributed the list of Renovation Furnishings Needed by the Wethersfield Library. He called the meeting to order at 6:50 and announced the purpose of the meeting: to discuss the issues of monies needed by the Library for the renovation. The Building Committee had asked the Library to list needs in a priority order.

The highest priority is \$140,000 for adult shelving. Laurel said that this need has been known for a while. She added that the Library will require lead-time to order the shelving. If the renovation is finished in June, the new shelving will have to be ordered in March.

Greg Curtin expressed the need of the Board to know the status of monies for other important items for the Library.

Town Manager Bonnie Therrien responded that there are no guarantees. We just don't know what is going to happen. Phase II is going well. So far there are no problems, but there are still unknowns.

New Board member Clare Meade expressed concern over the embarrassment factor of having books in boxes because there are no shelves on which to put them.

Mayor Adil reassured the Board that the Library would get the requested shelving.

Bonnie Therrien requested that Laurel put the shelving and other important items in the CIP (Capital Improvement budget) request now. Laurel said she will also put the self-check and book security system back into the capital budget.

Laurel re-emphasized the fact that lead-time is critical. The Library re-opening will be delayed if there is a delay in installing the shelving. Also storage costs will continue to accrue until the new shelves are installed and the books can be returned from storage.

Building Committee Chairman Joe Coombs said that the total project will be finished in June. He is going to try to get the contractor to finish the top floor and then move the Town Hall staff out of the Library.

He asked whether or not the book storage company would put books back on the shelves when they return the books. Laurel answered yes, that putting things back is included in the cost.

She further explained that there will be an inter-filing of two collections before the Library opens (the books returned from the storage company and the books that are still in the Library.) The storage workers will have to leave room on the shelves to shelve the books on site.

The Library also has begun to store books on site. Due to lack of shelving space in the temporary library it has been necessary to box and store more books. These books are stored in the Library. Ninety-three boxes of books have been stored in the Library since the Library moved. There will probably be another 93 boxes of books similarly stored before the project ends. Approximately seventy percent of the collection (70,000 volumes) is in storage off site. Thirty

thousand volumes of children's books are on site in the Library

Clare Meade expressed concern about the contingency fund in the construction budget and the lack of monies and the reason for it. Bonnie Therrien answered that the town never expected to have to move Town Hall, but the contractor said that there was no way he could work around every individual office.

Joe Coombs said the lowest cost of possibly moving elsewhere was \$300,000, and this would not go over well with the public. Mayor Adil added that costs have escalated since 2001.

Bonnie explained that not everything, i.e., storage fees, is coming out of the Library budget. Other areas are being cut: landscaping, the parking lot, some furniture, and window treatments for council chambers.

Tracy Gionfriddo asked how much money remained in the budget for the whole project. Bonnie answered that there is \$761,000 remaining. The items labeled "discretionary expenses" on the financial statement are included in that amount. A revised budget has the possibility of a \$35,000 deficit.

Joe Coombs said that some parts of Phase II were completed in Phase I. This saved some money as they were paid for at former prices. No one anticipated the issue of the Town Clerk's vault, which will have to be protected by fireproofing while it is temporarily located in the Library building. The cost of materials has escalated out of sight. It is a fluctuating figure. He reiterated that every item is not cast in stone but is subject to revision.

Tracy Gionfriddo questioned the placement of the \$140,000 for shelving in the discretionary budget. In answer to her and Clare Meade's similar question, Joe said that architects list all FFE (furnishings, fixtures, and equipment) as discretionary. Tracy Gionfriddo was concerned that other departments would be competing for funds. Bonnie answered that this will not be the case.

Paul Courchaine questioned how various parts of the budget correlated with one another. He still wants an answer as to why the Library budget is being charged for storage costs. He is very concerned that a huge chunk of the Library budget is listed under discretionary expenses, where it can be cut.

Greg Curtin recapped the following points of the meeting:

The Library Board will submit a Capital Budget request for funds for shelving and the materials security/self check system.

The Town Council will confirm by March that \$140,000 will be available for Library shelving.

The Building Committee will give the Library sufficient lead time to order the Shelving so installation will not delay the Library opening.

At 7:33 Polly Moon moved to adjourn. Clare Meade seconded. The motion carried.

Respectfully submitted,

Susan Grady
Secretary