BANCROFT MEMORIAL LIBRARY

Meeting of the Board of Trustees

July 9, 2020

The Meeting was called to order at 4:06 p.m.  Present were Trustees Katherine Wright, Nancy Verdolino and Fred Oldfield (Chair), Director Robyn York, Lynne Spencer of Spencer, Sullivan & Vogt Architects (“SSV”).

Architects and Mary Bulso of Central Mass Projects, and Hopedale Cable Access which recorded the meeting.  The participants held the meeting live via a pre-scheduled Zoom Meeting [https://us02web.zoom.us/j/83339650658?pwd=Ni9Rc1VIa1RxS2paRGdzNjMyUW9](about:blank) kQT09).

There were no minutes from the previous meeting.

The Director introduced all participants and noted that the RFP for the Library roof repair does not have to be put out to bid since it is under $30,000.  The Town is very supportive and has approved funding up to $150,000 and we anticipate they will try to support over $150,000 with free cash. Town Manager and BOS and FinCom have given the Director approval to go ahead with this project.  The Contract for payment has been approved finally to pay for the completed first phase.  Director reported we have received a Grant toward this thanks to the work of many outside people.  We need to approve our continued work with SSV and to add on the cost of Mary Bulso, who will act as project manager representing the Town, and Leland Figgins of GeoSite Environmental, Inc. in Hopedale, a licensed geologist (we have black Monson slate on the roof), who will partner with her (they recently worked on the Mendon Police Station). Most of the construction work will be replacing flashings at the valleys and the copings. The Town approved $150,000 toward this project at the 2018 Town meeting and now we have an additional $55,000 from the MPPF Grant.  There is related masonry work that will add considerably, and possibly bring the total amount up to $300,000, excluding unforeseen conditions.

Upon motion duly made and seconded, it was voted unanimously to move forward to engage Lynn Spencer of Spencer, Sullivan & Vogt Architects, from July 2020 through July 2021, for a $25,000 fee, to guide us through the grant process to ensure compliance with all requirements for the Massachusetts Historical Commission for the roof and gutter repairs.

Also upon motion duly made and seconded, it was voted unanimously to move forward to secure the services of Mary Bulso of Central Mass Projects, to represent the Town from the construction document phase through closeout and work with the Town to ensure the project is on time and under budget on an hourly, as needed basis, not to exceed $9,000**.**

The Trustees will meet with Diana Schindler, Ross Dekkle, a representative from MHC, Mary Bulso and Lynne Spencer on Monday, July 20, at 10:00 a.m. for their site visit.

Mary Bulso and Lynne Spencer left the meeting at 4:45 p.m.

The Director discussed the Library’s proposed new website independent from the Town website. Bernadette Rivard of Bellingham Public Library recommended a webmaster, CivicPlus, to provide us with a stand-alone website for $2,000 billed over 2 fiscal years.  The Director will look further into the costs and details for our next meeting.

The Director then discussed reopening plans, and noted that the Board of Health visited the Library last week, requesting that books be quarantined for 72 hours (the State requires only 24 hours).  The Director noted that there will be no Interlibrary Loans until at least August.  The Board of Health is also requiring the Library to enforce “contact tracing” and mask-wearing. If a patron enters and refuses to wear a mask, the Police are to be called.  The Director plans two cohorts in the morning and two in the afternoon starting on July 21, with sanitizing between the cohorts. The Director also plans to ask the Park Department of the Children’s Librarian may use the Town Park to read to children while crafts are being done by the children.  She will also look into getting a document projector which should cost less than $100.

The Director reported that Bob Erbetta is not being very helpful in taking down the scaffolding this year, but Chris Nadeau of the Highway Dept. has been very helpful in that regard.

The Director also noted that home delivery of books has not been very popular. Nancy Verdolino volunteered to deliver any books later today.

The next scheduled meeting of the Board of Trustees will be held on Monday, September 14, 2020 at 4:00 p.m., again a Zoom meeting.

The meeting adjourned at 5:41 p.m.

Respectfully submitted,

Katherine Wright