

MINUTES
Board of Trustees
Barrington Public Library
Thursday, April 16, 2015

Library Trustees Room
281 County Road, Barrington RI 02806

Members Present:

Kate Johnson
Cindy Kaplan
Laura Laurence
Dan O'Mahony
Dean Robinson
Laura Young
Vince Wicker

Presiding: Vince Wicker

Also Present:

Debbie Barchi, Director
Ted Weatherall, Project construction manager

Meeting was brought to order at 7:07 p.m.

Minutes of the March 19 meeting were approved (motion by Young; second by Laurence).

Ted Weatherall, the construction manager for the 2nd floor renovation project, reviewed the proposals submitted for the project. Eight or nine firms attended the information session and walk-thru on March 27. Five proposals were submitted by the deadline. Two of the firms submitting proposals do not have previous experience with library projects. Interviews will be scheduled with the following firms:

- Tapee (Boston)
- Learner Ladds Bartels (Pawtucket)
- Soccocio Associates (Cranston)

During the interviews (one hour each), we will discuss in detail fees, schedule, and clarify any questions or issues. Firms will be asked to present verbal concepts at that time (no formal design presentation).

Tentative date and times for interviews: Tuesday, April 28: 6pm; 7:15pm; 8:30pm.

Ted will conduct a preliminary phone interview with each firm to establish basic facts. A subcommittee of the Board will attend the interviews. All Trustees and Children's Librarian will be involved in reviewing and providing input into the design process.

Ted and the Director will develop a script of questions to ask during the interviews and develop a grid for evaluating/scoring responses.

Ted reminded the group that a key factor will be the completeness of the drawings prepared by the architect; this paves the way for a smooth project with no surprises.

Debbie will call other library directors to inquire about their experiences with past renovation projects.

Financial Reports:

Accepted.

Statistical Reports:

Accepted.

Director's Report:

The Friends of the Library suggested that since fewer volunteers tend to come to the annual appreciation breakfast, that the event be discontinued. The Trustees and Friends will continue to alternately sponsor gifts of appreciation (\$20 gift certificates) for volunteers, but no longer host a breakfast. The library will be under construction next year (2016), so we will revisit this issue in 2017. The Board will work with others to look for other opportunities to bring staff, FOL, Trustees, and volunteers together to engage with one another. One suggested idea was to have smaller department-based events or demonstrations of appreciation for volunteers in each area.

Director reported that she had appeared before the Town Appropriations Committee during their annual budget process. At the hearing, the Director described the renovation project and the bond proposal. She pointed out that the second floor project was a continuation of the first phase (downstairs) project completed several years ago, and that the bond will be fully reimbursed (including interest) by state funds. The bond referendum to support the library's renovation project was approved by Committee.

The Champlin grant application will be submitted in two weeks.

New business:

1. FY 2016 budget update – small decrease in the library's budget; this is a bottom line budget, so ultimately funds can be shifted as needed.

Old business:

None

Agenda for May 21, 2015, meeting:Old business

None

New business

None

Meeting adjourned at 7:51 p.m.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Board of Trustees

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Also Present:

Debbie Barchi, Director

Meeting was brought to order at 7:52 p.m.

Minutes from the February 19, 2015, meeting were approved (motion by Laurence; second by Johnson).

Financial Reports:

Treasurer's report was distributed and reviewed; included information on balances in bank accounts, the Coastline Trust account, and restricted (endowment) funds.

New Business:

Line of credit – Treasurer met with the Citizen's Bank loan officer and began the application for a line of credit; approval within two weeks is expected.

Director and Chair met with Cathy Raposa, Town Financial Director, regarding the management of the bond (should it be approved at the May 27 Financial Town Meeting). Each line item of a general obligation bond will be voted on separately at FTM. There are transaction costs associated with each bond issue; Director will inquire with the RI Office of Library and Information Services (OLIS) to see if these are covered (reimbursed) by the state.

The timing of using the bond money should be considered vis-à-vis starting the repayment schedule on the bond since state reimbursement will not begin until July 2017. The contractor fees are anticipated to be the major cost of the project; these fees likely will begin during fall 2016. We may need to revisit the projected schedule in order to keep costs budget-neutral with respect to the Town's expenditures.

Old Business:

Committee on the Library report – The public meeting on April 30 will kick off the project campaign. Publicity is already happening and there appears to be growing enthusiasm. We hope to have a number of young people and family members in attendance to show support for the library and the project. One strategy discussed was for people to sponsor/host grandparents outreach events (supporting the children's room for their grandchildren who live in Town).

After April 30, the committee will begin to think about how to acknowledge a range of donation levels.

Agenda for May 21, 2015, Board meeting:

Old business:

- a) Report from Committee on the Library

New business:

None

Meeting adjourned at 8:38 p.m.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Corporation