

2/13/2008 LIBRARY BUILDING COMMITTEE

REGULAR MEETING MINUTES

TAKEN BY: LISA RABIDEAU, LBC CLERK

MINUTES APPROVED ON 3-12-2008

DATE: Wednesday, February 13, 2008

TIME: 6:30 pm

**PLACE: NEW Jesse M. Smith Memorial Library, 244 Harrisville
Main Street, Harrisville, RI**

**MEMBERS PRESENT: David Ketcham, Victor Antonello, G. Wayne
Miller, Michael Magnan, James Moran, Robert Martel**

MEMBERS ABSENT: Christopher Blakely

**OTHERS PRESENT: Sandra Mundy, JMS Librarian; Daniel Joubert,
Clerk of the Works; Tom Kravitz, Burrillville Town Planner**

**CALL TO ORDER: Meeting was called to order by Victor Antonello
at 6:30 p.m.**

1. PREVIOUS MINUTES

**That the question of accepting the minutes of January 9, 2008
(regular meeting) and the question of dispensing with the reading of
said minutes now be taken up.**

**VOTED: To ACCEPT the minutes of the January 9, 2008 (regular
meeting) and dispense with the reading of said minutes. MOTION**

BY: Wayne Miller SECONDED: David Ketcham THOSE VOTING

FOR THE MOTION: Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

2. UNFINISHED BUSINESS

LBC-294 Discuss and take action on Change Request #99 from E. W. Burman (dated 12/3/2007) in the amount of \$2311 relative to Additional Plantings at the back of Sidewalk Adjacent East Avenue. Dan Joubert notes he is still not satisfied with this item.

**VOTED: To TABLE to next meeting. MOTION BY: David Ketcham
SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none**

LBC-300 Discuss and take action on video surveillance for the library. Vic Antonello notes that this item is at town treasurer's office waiting to go out to bid. Dan Joubert notes this unit is capable of handing up to 20 cameras. Discussion as to where cameras should be placed inside the building.

**VOTED: To TABLE to next meeting. MOTION BY: David Ketcham
SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none**

LBC-301 Discuss and take action on additional video surveillance for Local History room.

VOTED: To TABLE to next meeting. MOTION BY: David Ketcham

SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

3. NEW BUSINESS

LBC-310 Discuss grand opening ceremony.

Wayne Miller distributed information on this item. Discussion on list of speakers, essay contest for children, refreshments, expenses, veteran and Boy Scout presence. Item will be placed on next meeting agenda to discuss further.

NO ACTION TAKEN

LBC-311 Discuss naming of library road.

Committee discussed several options of road names, and decided upon recommending the name “Tinkham Lane” to the town council. Lisa to send email to Louise Phaneuf regarding this.

VOTED: To submit the committee’s recommendation as “Tinkham Lane.” . MOTION BY: James Moran SECONDED: Michael Magnan

THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan, James Moran, Robert Martel

VOTING AGAINST: none

LBC-312 Discuss and take action on installing gutter on back side of adult reading room.

Item addressed later in agenda as a change order.

NO ACTION TAKEN

**LBC-313 Discuss conference table and chairs for large meeting room.
Item addressed later in agenda as a change order.**

NO ACTION TAKEN

**LBC-314 Discuss security system.
Item previously discussed.**

NO ACTION TAKEN

**LBC-315 Discuss projection system.
Nothing to discuss at this time as bids are not in yet.**

NO ACTION TAKEN

**LBC-316 Discuss fence and landscaping along East Avenue.
Item addressed later in agenda as a change order.**

NO ACTION TAKEN

**LBC-317 Discuss skateboarding and bicycle ordinance.
It was noted that this is being handled by an ordinance
sub-committee of the town council.**

NO ACTION TAKEN

**LBC-318 Discuss and take action on miscellaneous equipment
budget.**

**Vic Antonello outlined town purchasing guidelines. Sandra Mundy
distributed list of items which she would like included in this budget.**

VOTED: To APPROVE miscellaneous equipment expenditures up to

\$25,000 with the acknowledgment that all town purchasing practices are adhered to. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

LBC-319 Discuss dumpster/trash pickup.

Problem is with the size of trash receptacles.

NO ACTION TAKEN

LBC-320 Discuss if there is a need to go to bid on 1) print management software, 2) microfilm reader/printer, and 3) copier package.

Sandra Mundy distributed info on this. Items can be placed on agenda and voted on when bids are received on each.

NO ACTION TAKEN

LBC-321 Discuss purchase of web-site software for the library.

Discussed that this is not the appropriate committee to allocate funds for this item.

NO ACTION TAKEN

***7:39 PM - NOTE FROM CLERK THAT DAVID KETCHAM DEPARTED MEETING AT THIS TIME.**

LBC-322 Discuss bronze dedication plaques.

Line-by-line discussion of the draft copies of both dedication plaques. Several changes made. Committee decided, for expediency

purposes, that changes can be approved by Vic when they become available.

VOTED: To APPROVE both bronze plaques as amended by committee. MOTION BY: Robert Martel SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antoniello, Wayne Miller, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

LBC-323 Discuss and take action on EXTERIOR signage approval.

VOTED: To APPROVE exterior signage package as submitted. MOTION BY: Michael Magnan SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: Victor Antoniello, Wayne Miller, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

***8:02 PM - NOTE FROM CLERK THAT JAMES MORAN DEPARTED MEETING AT THIS TIME.**

LBC-324 Discuss and take action on INTERIOR signage approval.

Committee determined that “children’s collection” and “young adults” signs should be in all caps and same font as other signs.

VOTED: To APPROVE interior signage package as amended. MOTION BY: Michael Magnan SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antoniello, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none

4. INVOICES & EXPENSES

LBC-325 Discuss and take action on approval of General Contractor’s Requisition #18 (dated 1/31/2008) in the amount of \$21,082.48 for contractor services.

Dan Joubert advises he has been speaking with Rich Hawes regarding this and would like to see us pay only \$18,000 of it at this time.

VOTED: To PAY invoice in the amended amount of \$18,000.

MOTION BY: Michael Magnan SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antoniello, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none

LBC-326 Discuss and take action on INVOICE # 1484230 from ATC Lincoln (dated 1/24/2008) in the amount of \$4384.66 for professional services.

**VOTED: To PAY invoice as written. MOTION BY: Robert Martel
SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:
Victor Antoniello, Wayne Miller, Michael Magnan, Robert Martel
VOTING AGAINST: none**

LBC-327 Discuss and take action on INVOICE # 1347-9954 from Pascoag Utility District (dated 2/2/2008) in the amount of \$1692.75 for electricity.

**VOTED: To PAY invoice as written. MOTION BY: Robert Martel
SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:
Victor Antoniello, Wayne Miller, Michael Magnan, Robert Martel
VOTING AGAINST: none**

LBC-328 Discuss and take action on INVOICE # 1125710 from Gaylord Brothers, Inc. (dated 1/28/2008) in the amount of \$3567.93 for exhibit cases.

**VOTED: To PAY invoice as written. MOTION BY: Robert Martel
SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:**

Victor Antoniello, Wayne Miller, Michael Magnan, Robert Martel

VOTING AGAINST: none

LBC-329 Discuss and take action on INVOICE # 4657 from Roger Sitterly and Son, Inc. (dated 1/11/2008) in the amount of \$5182.50 for Phase I of relocation.

VOTED: To PAY invoice as written. MOTION BY: Robert Martel

SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:

Victor Antoniello, Wayne Miller, Michael Magnan, Robert Martel

VOTING AGAINST: none

LBC-330 Discuss and take action on INVOICE #38 from Lisa Rabideau (dated 1/20/2008) in the amount of \$423.78 for clerk services.

VOTED: To PAY invoice as written. MOTION BY: Michael Magnan

SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:

Victor Antoniello, Wayne Miller, Michael Magnan, Robert Martel

VOTING AGAINST: none

LBC-331 Discuss and take action on INVOICE #39 from Lisa Rabideau (dated 2/3/2008) in the amount of \$266.37 for clerk services.

Math error corrected.

VOTED: To PAY invoice in the amended amount of \$263.95.

MOTION BY: Wayne Miller SECONDED: Michael Magnan THOSE

VOTING FOR THE MOTION: Victor Antoniello, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none

LBC-332 Discuss and take action on INVOICE #1108 from Daniel Joubert (dated 2/7/2008) in the amount of \$136.76 for Clerk of the Works monthly expenses.

VOTED: To PAY invoice as written. MOTION BY: Wayne Miller

**SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:
Victor Antonello, Wayne Miller, Michael Magnan, Robert Martel
VOTING AGAINST: none**

**LBC-333 Discuss and take action on INVOICE # 5975 from American
Tele-Connect Services, Inc. (dated 01/11/2008) in the amount of \$5000
phone system down payment. (Note that this has already been
approved by V.A. and needs to be confirmed by committee only)**

VOTED: To APPROVE invoice. MOTION BY: Michael Magnan

**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:
Victor Antonello, Wayne Miller, Michael Magnan, Robert Martel
VOTING AGAINST: none**

5. CHANGE ORDERS

**LBC-299 Discuss updated furniture quote. (Tabled from last meeting
and suggested to be re-submitted as a change order)**

VOTED: To APPROVE change request in the amount of \$11,300.74.

**MOTION BY: Michael Magnan SECONDED: Robert Martel THOSE
VOTING FOR THE MOTION: Victor Antonello, Wayne Miller, Michael
Magnan, Robert Martel VOTING AGAINST: none**

**LBC-334 Discuss and take action on Change Request #99-Rev 1 from
E. W. Burman (dated 1/14/2008) in the amount of \$2152 relative to
Additional Plantings at the Back of Sidewalk Adjacent East Ave.**

**VOTED: To TABLE change request to next meeting. MOTION BY:
Robert Martel SECONDED: Michael Magnan THOSE VOTING FOR
THE MOTION: Victor Antonello, Wayne Miller, Michael Magnan,
Robert Martel VOTING AGAINST: none**

LBC-335 Discuss and take action on Change Request #104 from E. W.

Burman (dated 1/18/2008) in the amount of \$24,810 relative to Furnish & Install Additional "Riverwalk Fencing" along East Avenue.

VOTED: To TABLE change request to next meeting. MOTION BY: Robert Martel SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antonello, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none

LBC-336 Discuss and take action on Change Request #105 from E. W. Burman (dated 1/14/2008) in the amount of \$6035 relative to Furnish & Install Additional Wood Lockers and Countertop.

VOTED: To REJECT change request as written. MOTION BY: Robert Martel SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antonello, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none

LBC-337 Discuss and take action on Change Request #105-Rev 1 from E. W. Burman (dated 2/4/2008) in the amount of \$1673 relative to Furnish Wood Lockers and Countertop.

VOTED: To APPROVE change request as written. MOTION BY: Robert Martel SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antonello, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none

LBC-338 Discuss and take action on Change Request #106 from E. W. Burman (dated 1/15/2008) in the amount of \$929 relative to Furnish & Install Chain-link Fencing on top of Existing Retaining Wall – Adjacent East Avenue.

VOTED: To TABLE change request to next meeting. MOTION BY: Michael Magnan SECONDED: Wayne Miller THOSE VOTING FOR

THE MOTION: Victor Antonello, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none

LBC-339 Discuss and take action on Change Request #107 from E. W. Burman (dated 2/8/2008) in the amount of \$6767 relative to Furnish & Install Gutter on North Side of Asphalt Shingle Roof.

VOTED: To APPROVE change request as written. MOTION BY: Michael Magnan SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antonello, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none

6. REPORTS

A. ARCHITECT NOT HERE

B. CLERK OF THE WORKS NONE

C. GENERAL CONTRACTOR NOT HERE

D. ENVIRONMENTAL CONTRACTOR NOT HERE

E. PLANNING DEPARTMENT

Tom Kravitz distributed copy of email (filed in meeting packet) regarding the history of the mill site. He also notes that they are currently dealing with HUD on the easement issues for the next phase.

F. LIBRARY ADMINISTRATION

Sandra Mundy notes that they are extending the shut-down period to three weeks and that a press release will be issued regarding this.

G. LIBRARY FUNDRAISING COMMITTEE

Noted that the silent auction/dinner dance will be held on March 1,

2008.

H. BUDGET UPDATE NOT HERE

7. CORRESPONDENCE/COMMUNICATIONS

A. REQUEST(S) FOR INFORMATION TO BE RECEIVED NONE

B. REVIEW AND ACT ON CORRESPONDENCE/COMMUNICATIONS

1) Letter (dated 1-17-08) to American Tele-Connect Services, from Sandra Mundy, regarding their current invoice.

2) Email (dated 2-8-08) to LBC, from Wayne Miller, outlining details of upcoming silent auction and dinner.

3) 2008 LBC annual meeting calendar.

VOTED: To RECEIVE AND FILE all. MOTION BY: Michael Magnan

SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION:

Victor Antonello, Wayne Miller, Michael Magnan, Robert Martel

VOTING AGAINST: none

8. GENERAL DISCUSSION OF PROJECT

NONE

9. THIS MEETING WAS ADJOURNED AT 8:57 PM

VOTED: To ADJOURN. MOTION BY: Michael Magnan SECONDED:

Robert Martel THOSE VOTING FOR THE MOTION: Victor Antonello,

Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST:

none

MINUTES

CERTIFIED

BY:

Lisa Rabideau, Clerk to LBC Date

MINUTES

APPROVED:

Victor Antonello, LBC Chairman Date