

Westwood Public Library-Trustee Meeting Minutes
March 12, 2012
Meeting at the Islington Branch Library

Present: Eric Gutterson, Mary Feeley, Chair Dan Lehan, Mary Beth Persons, Jane Wiggin, Director Tom Viti

Absent: Karen Coffey:

Staff Representative: Maddie Groton

Sam Perkins of the Westwood Press was in attendance and was granted permission to use a recording device. The minutes of the February 13, 2012 meeting were approved.

Director's Report Highlights

Project Update

Windows are complete; siding and brick work continues; elevator installation and stair work continues. Dry wall work is ongoing.

The library staff toured the new building recently. Tom also reviewed plans for new library hours and plans for closing the Main Library this spring while work is done to ready the new building.

The project team is meeting with the Building Inspector and the Fire Department to determine all conditions needed for a means of egress, and for all safety items to be signed off by the Town just before the books are moved in to the new library.

Tom reviewed the sequence of events once the construction work is substantially complete. The shelving will be erected and carpeting will be installed, then the temporary occupancy permit will be obtained; the move from the Main Library to New Library will occur and the old building will be vacated and torn down. The Colburn Building will be moved; paving will be done around the Colburn and the Library; Interior work in the new Library and punch list items will be worked on, as well as installation of the RFID system and the new computers.

Permanent Building Committee

Tom Viti discussed the work schedule with the Committee and TLT's current schedule projections.

Colburn School & Library Parking

Coffman Realty has presented parking plan details to the Planning Board (without opposition) and will come before the Zoning Board of Appeals in April in order to ask for variance of the setback provision. The reduction in setback from 10 ft. to 6.5 ft will net the Colburn 12 more spaces. In total the new Library will have 30 more parking spaces available than the old Library. Additionally, Coffman would like to propose a plan for a cell tower to be added to the Colburn that would raise the height from the low 50's to 80 ft. The Planning Board would like to reserve the right to vet the issue later.

There is also a proposed plan to increase parking at the rear north side of the new Library. The Plan will go before Planning Board, abutters and ZBA before it can be approved.

2012 Actual/2013 Budget

Salaries are running right on budget. Electricity is running over budget, while gas is running under budget. Electricity is higher because the branch is open more hours due to the Project. The FY2013 Budget book for the Town includes the Library request as submitted and also recommended by selectmen.

Remote Participation Policy

The Town Selectmen adopted a Remote Participation Policy on January 30, 2012 for all Town boards, committees, and commissions. The Library Board reviewed and discussed the Policy and unanimously approved it.

Movers Request for Proposal

Tom Viti has written a RFP for moving services for the Library move. Town Counsel has approved his draft. He will advertise the RFP when the construction schedule is secure. The movers will need to move the Town Seal and the special mural in addition to standard library items like the books, files, equipment, etc. Items not moved will be donated.

Other Business

None.

Documents distributed at the Meeting in accordance with Open Meeting Laws:

Trustee Minutes from the 02/13/12 meeting.
Library Director's report 2/13/12-3/6/12
February Statistical report
Summary sheet-grants and gifts approval
Departmental Expenditure Report dated 3/6/12
Town of Westwood Remote Participation Policy
Town of Westwood Remote Participation Request

The Board voted to approve monies expended and accept monies received.

The meeting was adjourned at 8:28 PM.