

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!

Building Expansion
Board of Trustees Meeting
July 26th 2023, at 7PM

Present: Nancy Mayland, Chair; Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary; Cindy Berling, Alternate Trustee; Dan Szczesny, Director; Hope Garner, Librarian; Jason Lacombe, Architect; Brendan Dunn, Architect Intern; Barry Beauregard from BPS, Tom Carroll, BOS.

Also in attendance were Potential Foundation Members: Kathy Perrin, Allison Rickenbach, Peg Neveu, Betsy Coco, Amanda Martinelli, Fay Hanscomb, Janice Griffin Fusco and Conner Marks.

6-6:30 Meet and Greet & Discussion about the responsibilities of each group: Trustees, Foundation Members, Friends Group, Select Board, Architect and Construction Mgr.

Nancy Mayland called the meeting to order at 6:28pm

Jason from SMP presented the design for the Library Expansion:

- Conceptual design - the big idea
- Viewed the 3D walk through of the library expansion.
- Discussion about the new library will have books, but it will also be a museum, community meeting space, place to meet friends, etc.
- Reviewed the Hospitality Station, places for messy programs to take place, areas for sitting and hanging out, discussion of landscaping,
- Talked about the growth potential of the library and the size of the storage area.
- A question came up about how we could cut from the plan if we don't get the money.
- We will get a budget on 8/29th.
- Next steps: finish schematics, list of assumptions, and give it to BPS to put together a budget. They will do a meticulous detailed estimate and give options for different products with different prices that will help to keep the square footage of the plan. They will review with us line by line. Then SMP will add the other costs that will be needed, example the furniture, and they create a one page budget sheet that we can publish to the public.
- We still need to get some mechanical engineers on the team.
- The Library will not be closed during construction, the new building will be built, the move will happen, the old building will move and attach it to the new building.
- Warrant Article needs to be submitted in January, but we want to start thinking about the warrant article in the fall and how we can market it to the town.
- Sarah Andrews is our Fundraising consultant, and she starts Aug 1st with our first meeting on Aug 3rd.
- Jason shared the budget sheet for the Weare Library as an example of what we will see.

- Discussion about grants: time line of getting grants, types of grants, how we'll identify grants, etc.
- Quick discussion about the schedule
- This portion of the meeting ended at 7:40 and everyone but the Board, SMP and BPS left.

Discussion of the questions from the Lawyer about the CM Contract:

- His greatest concern with the contract was paragraph 5.1.3 where the contractor is given 12 months to complete pre-construction services. You likely want to change that to more like 4 months so that you know what the project is going to cost by December and can be prepared to propose the bond needed for construction.

That's just if the project doesn't move forward within a year, then they can charge preconstruction. Also it's still within the fixed price of the

- And the twelve months starts when we sign the contract, and Jason suggested it get changed to 18 months.
- What happens if this doesn't happen in March – if it doesn't happen in four months, then we will need to do a budget update in twelve months. If it does pass
- Passes in March, they give us the design proposal, break ground in spring of 25 and open in spring 2026
- There is no deadline given for substantial completion of the construction. I would suggest a certain number of months from the approval of the bond vote.
 - It's in addendum to the contract. We can't sign it yet because we don't know what will be in it yet.
 - We will owe SMP \$6,000 between now and March and won't need to pay BPS until after the vote.
- You probably want to clarify that in paragraph 13.2.3 that there will be no termination fee. If the bond is not approved by the voters, you do not want to be stuck with unpaid and unexpected bills.
 - BPS will add \$0.00 on this line.
- Paragraph 11.1.8.1 has retainage of only 5% instead of the more typical 10%.
 - Retainage is we hold a percentage of the bill (short pay until the project is done) it's an insurance policy to say we hold the money so the CM doesn't just walk away. Causes a cash flow issue for the sub-contractors.
 - This is all open book and we will get all the invoices and payments are tracked from the subcontractors down to the second tier.

- Question about financials – the bond money will be paying most of the construction and will be paid through Town Hall. Anything from the Foundation Funds will be paying for “other items” that we will need. The Treasurer keeps track of grants and writes checks for those.
 - Payment in Kind question, we would refer them to the CM and he will review all the options and present a proposal. Then we have final decision.
- Motion to accept and sign the CM Contract with the addition of \$0.00 in section 13.2.3 made by Marilyn Cavanaugh/ Liz Michaud 2nd. Nancy Mayland Aye, Marilyn Cavanaugh Aye, Liz Michaud Aye. All in favor, Motion passed.

Discussion with BPS regarding additional library maintenance items:

- Discussion of contract for the Kids Door: Estimate for repair is \$ 3,312. We could pay for this out of our budget.
- Motion to have BPS repair the patio/kids room door made by Nancy Mayland/ Marilyn Cavanaugh 2nd. Discussion about making the room safe during construction, BPS estimates 1 day for repair, we will plan it for a Monday. All in favor, motion passed.
- Discussion of estimate for the Gazebo – Estimate is \$3,000 if we want to wait until after the expansion. Suggested to put it on some more pallets and carefully tarp it.
 - Discussion of Sarah Andrews contract and Nancy signed .
 - Motion to finalize the contract with Sarah made by Marilyn/ Liz 2nd. All in favor motion passed.
 - move money into the book sale account and write a \$10K check to Sarah.

Book Sale:

- Book sale start-up money: \$200, (Quarters \$10 per roll) \$50 in quarters, \$50 in fives, \$100 in ones
- School opens at 2pm Thursday – who has the key /Fay. – Get Pizza from the Cabin at exit 3.

August 1st – the new book sale price is \$1 & \$2.

Motion to approve the increase for Jessica Traynor based on satisfactory review and award her a step increase from a labor grade 16, step 1 to step 2.

Motion to accept the above by Nancy Mayland/Marilyn Cavanaugh 2nd. All in favor

Dan said we will receive a resume from someone to fill in, Bella Traynor. Dan to talk to her about scheduling for Saturday and Wednesday evenings. Then the board would need to interview her for the part-time library assistant.

Chris Sterndale changed how budgeting for staffing will be done this year, Dan is doing the spreadsheet.

Library Foundation: we met seven people who are interested in being on the Foundation. Nancy will meet with Terry Knowles to review what she's putting together for the Foundation and its structure. Discussion about who from the board will be the liaison. Cindy has been volunteered to be the liaison. If she is unable to attend a meeting one of the other board members will attend in her place.

Kevin Verville is having a meet and greet at the library. Discussion about having politicians meeting at the library, is it only for incumbent or can people campaign at the library too? Dan to talk to Chris Sterndale (town administrator). Discussion about reviewing the meeting room policy at the next meeting.

Liz to put it on the agenda for the August Trustee Meeting.

Motion to adjourn made by Nancy Mayland/ Liz Michaud 2nd. All in favor.

Meeting adjourned at 9: pm.
Liz Michaud, Secretary