

ANNUAL MEETING OF THE BOARD OF LIBRARY TRUSTEES APRIL 15, 2014
BELMONT PUBLIC LIBRARY, BELMONT, MASSACHUSETTS

The meeting was called to order at 7:30 P.M. in the Claflin Room by Library Director Maureen Conners. In attendance were Trustees Elaine Alligood, Mark Carthy, Kathleen Keohane, Matt Lowrie, Gail Mann, and Sarah Phillips.

As out-going Chair of the Trustees, Matt Lowrie welcomed newly-elected Kathleen Keohane and Gail Mann to the Board of Trustees.

Director Conners called for nominations for Chair. Trustee Sarah Phillips nominated Matt Lowrie. This was seconded by Trustee Elaine Alligood. Chair Lowrie was elected with a unanimous vote.

Director Conners called for nominations for Vice-Chair. Trustee Elaine Alligood nominated Mark Carthy. This was seconded by Trustee Mann and voted unanimously.

Director Conners called for nominations for Secretary. Trustee Lowrie nominated Sarah Phillips. This was seconded by Trustee Alligood and voted unanimously.

The annual meeting was adjourned at 7:35 P.M.

Respectfully submitted,
Sarah Phillips, Secretary

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
April 15, 2014

Chair Matt Lowrie called the meeting to order at 7:35 p.m. in the Claflin Room of the Library. Present were Trustees Elaine Alligood, Mark Carthy, Kathleen Keohane, Matt Lowrie, Gail Mann, Sarah Phillips, and Director Maureen Connors. Stewart Roberts of J. Stewart Roberts Associates, Inc., Architects, also attended.

The minutes of the meeting of March 25, 2014 were approved on a motion by Chair Lowrie, seconded by Trustee Carthy and voted unanimously.

Old Business

Stewart Roberts Report – Stewart Roberts reviewed six architectural designs his firm had originally prepared in 2005 for a new library building, or library renovation/addition, all on the current site. This included cost estimates for two of the schemes, updated to current dollars. Mr. Roberts described the problems with the existing site, such as wetlands and parking space. He reviewed the requirements of ADA and MAAB (Massachusetts Architectural Access Board), and answered trustee questions at length. The trustees thanked Mr. Roberts for his assistance.

Chair Matt Lowrie distributed a draft analysis of various options for routine maintenance, renovation or rebuilding of the library building on the existing site, which was discussed in light of the updated cost comparisons. It was agreed to prepare a list of required repairs and renovations, as part of a proposal to Town Selectmen and Committees. Director Connors will prepare comparative library usage figures for Belmont and area towns.

Position vacancies – Director Connors announced the hiring of Myles Sullivan to fill the circulation position, beginning April 22. The search for the Technology Librarian was extended, and interviews will commence soon.

New Business

One Book One Belmont – Activities to date for this year's OBOB program have been well attended. Author Nathaniel Philbrick will speak at the Beech Street Center on May 6, introduced by Chair Matt Lowrie and former BPL President Scott Ferson.

Friends of the Library update - Trustee Phillips reported that the Friends voted to add \$1,500.00 to funds for library gifts. Work is progressing on a revision of the Bylaws. Director Connors reported that the Friends have invited Susan Flannery, Director of Cambridge Libraries, to speak at the library on May 29 at 7:30pm.

The meeting adjourned at 9:25 p.m.

Next meeting Tuesday May 27th, 7:30 p.m. (Alternate date June 3)
June meeting scheduled for June 17th.

April 22 is the date of the reception for retired Trustee Keenan.

Respectfully submitted,
Sarah Phillips, Secretary

Exhibits:

Agenda April 15, 2014

Minutes March 25, 2014

BPL Comparative Cost Estimate, J. Stewart Roberts Associates, Inc., 11/9/04

BPL Comparative Cost Estimate, J. Stewart Roberts Associates, Inc., 3/28/14

Draft Analysis: Renovation/Rebuild

Director's Report April 15, 2014

Belmont Public Library Expenditures April 2014

Activity Report March 2014

Thank-you Note

Comparative Cost Estimate

Comparative Cost

Comparative Cost Estimate

J. Stewart Roberts Associates, Inc.

Belmont Public Library Belmont, Massachusetts

Comparative Cost Estimate
Updated from 2005
3/28/14

	1B Existing Site – Renovation/Addition			2B Existing Site – New Building		
	Quantity	Unit \$	Cost	Quantity	Unit \$	Cost
Construction						
Demolition	0 Sf		\$0	29,300 Sf	\$15.00/Sf	\$439,500
Site Development						
Utilities	Allow	\$30,000	\$30,000	Allow	\$30,000	\$30,000
Roads	Allow	\$30,000	\$30,000	Allow	\$30,000	\$30,000
Walk	Allow	\$20,000	\$20,000	Allow	\$20,000	\$20,000
Construction						
Renovation	29,300 Sf	\$241.00/Sf	\$7,061,300	0 Sf		\$0
Architectural		\$85.00/Sf				
Finishes		\$70.00/Sf				
Mechanical		\$42.00/Sf				
Electrical		\$35.00/Sf				
Plumb & Fire		\$9.00/Sf				
New Construction	22,000 Sf	\$350.00/Sf	\$7,700,000	44,000 Sf	\$300.00/Sf	\$13,200,000
Architectural		\$195.00/Sf			\$145.00/Sf	
Finishes		\$70.00/Sf			\$70.00/Sf	
Mechanical		\$42.00/Sf			\$42.00/Sf	
Electrical & Tech		\$35.00/Sf			\$35.00/Sf	
Plumb & Fire		\$8.00/Sf			\$8.00/Sf	
Parking						
Surface Parking	18,750 Sf	\$10.00/Sf	\$187,500	10,000 Sf	\$10.00/Sf	\$100,000
Parking Deck	18,750 Sf	\$95.00/Sf	\$1,781,250			\$0
Underground Parking			\$0	22,000 Sf	\$135.00/Sf	\$2,970,000
Subtotal Construction	51,300 Sf	\$327.7/Sf	\$16,810,050	44,000 Sf	\$382/Sf	\$16,789,500
Furnishings						
Furniture	44,000 Sf	\$22/Sf	\$968,000	44,000 Sf	\$22/Sf	\$968,000
Stacks			\$200,000			\$200,000
Subtotal	44,000 Sf	\$26.55	\$1,168,000	44,000 Sf	\$26.55	\$1,168,000
Equipment						
Computers	Allow	\$60,000	\$60,000	Allow	\$60,000	\$60,000
Library Equipment	Allow	\$20,000	\$20,000	Allow	\$20,000	\$20,000
Misc	Allow	\$15,000	\$15,000	Allow	\$15,000	\$15,000
Subtotal			\$95,000			\$95,000
Professional Fees						
Architectural		11.00%	\$1,849,106		10.00%	\$1,678,950
Furnishings		10.00%	\$116,800		10.00%	\$116,800
Subtotal			\$1,965,906			\$1,795,750
Project Expenses						
Project Manager / Clerk	Allow	\$350,000	\$350,000	Allow	\$350,000	\$350,000
Printing Bid Documents	Allow	\$25,000	\$25,000	Allow	\$25,000	\$25,000
Survey & Testing	Allow	\$30,000	\$30,000	Allow	\$30,000	\$30,000
Misc Expenses	Allow	\$75,000	\$75,000	Allow	\$50,000	\$75,000
Moving	Allow	\$110,000	\$110,000	Allow	\$100,000	\$110,000
Temporary Facility	Not Included			Not Included		
Subtotal			\$590,000			\$590,000
Project Contingency						
Contingency		7.00%	\$1,444,027		5.00%	\$1,021,913
Total Comparative Budget Estimate of Project Costs in Current Dollars	51,300 Sf	\$430.27/Sf	\$22,072,982	44,000 Sf	\$488/Sf	\$21,460,163
Escalation						
Escalation 4%/Year 60 Months			\$4,414,596			\$4,292,033
Subtotal			\$516/Sf			\$585/Sf
			\$26,487,579			\$25,752,195
Escalation 4%/Year 120 Months			\$8,829,193			\$8,584,065
Subtotal			\$602/Sf			\$683/Sf
			\$30,902,175			\$30,044,228
			\$16,394,557			\$16,087,848
			\$5,678,425	35%		\$5,372,315
			\$20,493,197			\$20,109,810
			\$5,994,382	29%		\$5,642,385
			\$24,591,836			\$24,131,772
			\$6,310,339	26%		\$5,912,456

Today

before

Role of the ADA in the analysis.

ADA compliance is triggered at \$1.2M (1/3 of the book value of the building) in any 3 year period. [VERIFY] ADA compliance would cost \$1.5M or so to achieve and, in the absence of a major renovation, would result in a decrease of usable space by 25-30%, according to an architectural analysis. [VERIFY] Historically, the Trustees have regarded this outcome as disastrous.

Scenario 1: Routine maintenance, for the long haul, without ADA compliance.

Total costs were estimated in 2011 at:

- \$3.35M for essential work (e.g., a fire suppression system)
- \$5.5M for essential and basic work (basic includes, for example, the front steps and carpet)
- \$6.6M for essential work, basic work, and ADA compliance

It would not be prudent to run right up to the ADA limit, so practically speaking, we can spend no more than \$300k per year of ADA triggering expenses. I think that most of the expenses in this category are "repair" rather than "renovate", so this may be OK. But at \$500k per year, it will still take more than a decade to keep the library functional at a basic level.

Note: None of the above work scope will qualify for state aid or is likely to generate donations. It will all be borne by Belmont taxpayers.

Scenario 2: Perform modest renovations, that would not trigger ADA

I was going to work this up, but frankly, it sounds like a bad idea. It will take a decade to do essential and basic work. Planning other improvements does not seem to make sense.

Scenario 3: Major renovation, with state aid

To qualify for state aid, the Trustees believe that a proposed renovation would have to support the same or greater programming than the current building. With ADA compliance, that means a larger building is required to receive state aid.

Scenario 4: Rebuild

Rebuilding may actually be cheaper, with state aid qualification.

Scenarios 3 and 4: At what level should we be requesting essential or basic repairs now?

DIRECTOR'S REPORT

April 15, 2014

Claflin Room

7:30 PM

Building and Grounds

Stewart Roberts will review the updated cost estimates for a new library and an addition renovation based on the 2005 feasibility study. The site for those plans was the existing library site.

Director's Report

Budget – The warrant sub-committee for the library has scheduled a meeting to go over the FY15 budget. It will be held at 4PM on Thursday, April 17. I believe Sarah was going to attend but we can discuss this at the meeting. Perhaps our newly elected trustees may like to attend. Liz Allison and Greg Mennis will be in attendance. Greg is responsible for writing the report for TM.

Staff vacancies – We have hired Myles Sullivan to fill the circulation position. He will start on April 22. We extended the Technology Librarian search. It closed on Friday, April 11. We hope to begin interviewing in the next couple of weeks.

Town Meeting – The Warrant Article for Town meeting was withdrawn.

MLN upgrade – MLN will go live with Sierra the new software on April 22. The software (read-only mode) has been installed on all the staff computers so we are all set for the cut-over. Staff has been familiarizing themselves with the new platform so the transition should be fairly simple. Sierra has all the existing functionality of Millennium. The upgrade does not affect the public-just staff.

OBOB – The activities for OBOB will be held this month. See enclosed bookmark. The big finale, author Nathaniel Philbrick's talk, will be May 6th at the Beech St. Matt will do a brief summary of OBOB and thank all involved - then Scott Ferson will introduce the author.

The Books and Bites OBOB program was very successful and as of Friday, twenty-six people had signed up for the Freedom Trail Tour to the Bunker Hill Monument.

Joanna, the new reference librarian, is collecting "selfies" of people reading the OBOB title *Bunker Hill*! You can check out the ones we've thus far at [instagram.com/belmontlibma](https://www.instagram.com/belmontlibma), or you can send us your own on Facebook, Twitter, or Instagram @belmontlibma #onebook #obob2014. We'll share an album on Facebook and our website as the collection grows. I think we should do a group picture of the trustees reading *Bunker Hill* to post – similar to the one Ellen did at the Oscar's.

you have helped me
with many of my work
related projects and I
love hearing about the
latest books and your
opinions and thoughts.

-Joy and
Kathy family

To the entire Library staff,

Thank you for helping
me through a long winter.

I am sure so many
families feel the same way.

All of you always greet
everyone with a smile and
you are so willing to help
find a book that is
just right!

Sincerely,

A very appreciative
Belmont Resident.

We are lucky to have you all!

Belmont Public Library
Activity Report For The Month
of March 2014

Days open 2013: 30
Days open 2014: 31

Agency	March 2014	Increase Over March 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	25,722	1,519	72,146	74
Juvenile	25,292	2,022	68,349	3,449
Total	51,014	3,541	140,495	3,523

Downloadable Audiobooks & eBooks (included in above figures)

Checkouts	1371	3,847
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Average Daily Circulation

	2014	2013
Adult	830	807
Juvenile	816	776

Non-Book (included in above figures)

Adult	10,907	245	31,094	(484)
Juvenile	4,118	(306)	11,782	(823)
Total	15,025	(61)	42,876	(1,307)

DVD

Adult	7,861	226	22,504	(202)
Juvenile	2,981	(350)	8,611	(851)
Total	10,842	(124)	31,115	(1,053)

Internet Use

Internet	1,751	6,653
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Interlibrary Loan:

Borrowed	15	54
Loaned	26	64
Faxed	-	-

Young Adult Circulation

1,810	(33)	5,270
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ACTIVITY REPORT FOR THE MONTH OF MARCH 2014

Reference and Information

	March 2014	Increase Over March 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	3,224	(586)	10,094	(652)
Email	3	(7)	26	(3)
Total	<u>3,227</u>	<u>(593)</u>	<u>10,120</u>	<u>(655)</u>

Book Processing

Added:	1,086
Withdrawn:	925
Repaired:	42

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	27	1,101	67	2,586
Flett	35	838	370	2,199
Misc.	<u>12</u>	<u>132</u>	<u>35</u>	<u>477</u>
Total	74	2,071	472	5,262

Library Sponsored Programs (included in above figures)

Adult	7	179	21	496
Juvenile	34	1,354	93	3,494
Young Adult	<u>7</u>	<u>108</u>	<u>15</u>	<u>221</u>
Total	48	1,641	129	4,211

Circulating Passes:

		Pass Cumulated
Aquarium	41	116
Audubon	6	9
Boston By Foot	- (Passes not available in Mar.)	-
Children's	20	50
DeCordova	9	21
Discovery	13	29
Essex/Peabody	7	35
Fine Arts	27	102
Fruitlands	- (Passes not available in Mar.)	-
Gardner	9	29
Harvard Art	- (Closed until Fall of 2014)	-
Harvard Natural History	8	24
Institute of Contemp. A	9	23
Kennedy Library	3	9
Mass Parks Pass	1	1
Orchard House	2	4
Plimoth Plantation	3	3
Science	32	93
Zoos	<u>5</u>	<u>12</u>
Total	195	560