

## Shutesbury Library Building Committee

23 October 2025

Library Building Committee: Mary Anne Antonellis, Stephen Dallmus, Brad Foster, Dale Houle, Penny Jaques, Elaine Puleo, Jeff Quackenbush      Absent: Molly Moss  
CMS-OPM: Roger Hoyt, Neil Joyce      MBLC: Heather Backman, Andrea Bono-Bunker

Meeting Opened at 7:00 p.m.

**Public Comment** None

### **Review minutes of September 18 meeting**

Houle moved to approve the minutes as corrected. Foster seconded.

Roll Call Vote: Antonellis - aye, Dallmus -aye, Foster - aye, Houle - aye, Jaques - aye, Puleo - aye.

### **Review minutes of September 25 meeting**

Dallmus made a motion to approve the minutes as corrected. Puleo seconded.

Roll Call Vote: Antonellis - aye, Dallmus - aye, Foster - abstain, Houle - aye , Jaques - aye, Puleo - aye.

### **Update on construction progress**

Hoyt noted that this has been a busy week.

Exterior: Landscaping is underway , driveway is underway (which required moving loam pile),

Interior: Interior glass walls delivered, contractor may need to modify either glass or doors for Teen Room and Staff Work Area.

Plumbing fixtures are installed, well was turned on today. Fine grading of driveway tomorrow, paving on Monday. Work on interior finish is continuing. Carpet will go in at the end. Lighting fixtures will be installed as they are delivered.

Target for Certificate of Occupancy: Early November .

Shelving, scheduled for November 4 delivery and can go in after COO is received.

Bird Collision film has been installed.

Leach field inspection on Wednesday.

Brad noted that we missed the October 16 substantial completion date. What is the expectation now?

Antonellis: Nov 6 is the new target – except for light poles in parking area. We may be missing exterior light and interior door, but those are not required for temporary COO

Houle asked Antonellis: Do you have a tentative time for the Book Brigade?

Antonellis: If we get COO and shelves installed as expected, Book Brigade would be, Nov 15.

Andrea: If the Temporary COO is received on Nov 7, when do you expect Permanent COO?  
She suggested that we allow 4 weeks before opening new library to public.

### **Update on budget**

Joyce presented updated budget. Of the \$8.9 budget, 5 million has been spent with \$2.5 million expected for the remaining expenditures. He added that we are in very good shape.

### **Discussion of appliance colors**

Jaques: I've seen the kitchen. The finishes look cheap and will look more so with white appliances, which are also hard to keep clean. Recommended stainless steel appliances.

A motion was made to purchase a stainless fridge and microwave. Foster seconded.

Roll call vote: Antonellis - no, Dallmus - no, Foster – no, Houle -no , Jaques - aye, Puleo – no, Quackenbush - no.

### **Unanticipated business**

**Roadtown Turkey Trot** is Saturday, November 22. We have received over \$9K in sponsorship funds. Jaques thanked CMS and CDI for their donations. Over 100 runners are registered. If you can't run, please volunteer.

**Finishing Touches Campaign** Jaques reported that The Friends have raised over \$19K for items ranging from Adirondack chairs and gardens for the outside to seating areas for the inside. Among many others, she offered thanks to several in this room for their donations.

**Friends of M.N. Spear Memorial Library** will change their name to Friends of the Shutesbury Library. Anyone who has donated to a fundraiser in the past year is a "Friend". 501 (c ) 3 organizations must have a vote of members to change name. This will be done as part of a preview of the new library where all Friends are invited. After the vote everyone can see the library. The date will be posted a minimum of two weeks before meeting.

**Next Meeting:** Thursday, Nov 13 tentative date

Jaques asked when this committee will dissolve? Puleo replied that this will happen after building close out.

Foster made a motion to adjourn. Dallmus seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Foster-aye, Houle-aye, Jaques-aye, Puleo -aye, Quackenbush-aye

Meeting adjourned at 7:55 pm.