

Trustees of the M.N. Spear Memorial Library
April 18, 2022 7:30pm, on Zoom
Minutes

- Members present: Michele Regan-Ladd, Tim Logan, Brad Foster, Savannah Ouellette, Melanie DeSilva, Kate Cell
- Mary Anne Antonellis: Library Director
- Guests: Penny Jaques, Leslie Luchonok, Jill Marland, Mike Vinskey

Mary Anne made an announcement that the meeting is being held via Zoom due to the pandemic.

- Trustees unanimously approved 4/4/22 meeting minutes. Roll call vote: Tim, Brad, Michele, Kate, Savannah, and Melanie
- Trustees unanimously approved 4/11/22 meeting minutes. Roll call vote: Tim, Brad, Michele, Kate, Savannah, and Melanie
- Library giving day: \$37,000 raised. The last Giving Tuesday was \$35,000 and the last library giving day was \$21,000. Before that the highest amount raised during a giving day was \$15,000
- Tim Logan, as the Friends liaison, will express congratulations on behalf of the Trustees for a successful Library Giving Day.
- Update on the cost review and estimate process.
- Discussion: Latest Cost Spreadsheet. The town's share of the project has dropped to just over \$3 million based on conversations with the MBLC.
 - Certain expenses that do not make sense for Shutesbury or were duplicate items were removed.
 - MBLC also moved some ineligible items to eligible.
 - The soft costs are split 50/50. RLB recommended 38-42% for soft costs because of specialized furnishings and equipment. The general contractor from 10 years ago is reviewing the cost estimate.
 - We're having conversations about the 20% ineligible costs (furniture, fixtures and equipment). They originally said that 12% was a good estimate so we're continuing the conversation about whether we need 20% as an estimate. We have to commit to funding it, but not to spending it. We could get a whole bunch of donated furniture and/or in-kind contributions. Moving from 20% to 12% would cut the cost estimate by \$500,000. We could go through the building program and count up all the furniture and equipment and see how much it would cost- it will not cost as much as has been estimated. We have someone in town who has experience acquiring government surplus furniture. We have time to acquire low cost and free library furnishings. There is some equipment we'll want to buy new such as AV equipment.
 - The warrant article will be a ceiling/ not to exceed number.
- Questions will be sent to the cost estimators (RLB) soon and then we will have a meeting with them. Example: Why are interior doors included for spaces that will not have doors; why basement walls when we will not have a basement.

- Another professional cost estimating firm is working on an additional cost estimate.
- Who authorizes and approves the not to exceed cost for the warrant article? The Trustees will work with the Finance Committee on the not to exceed number for the warrant and the final warrant article will go to the Selectboard on May 3 for approval.
- The MBLC is happy to have conversations with us about the cost estimate and to look at our new cost estimate. They want to make sure we have a well vetted cost estimate and that we fund enough for this project.
- If town meeting were today, we would ask the town to fund \$3,071,000 minus the cost of the land and the money we've saved. But we need to wait until we get a new cost estimate, and continue conversations with the MBLC.
- An appraisal of the land is being sought.
- The town authorized us to apply for this grant. We received this grant. Now it's our responsibility to do due diligence to get the most accurate cost estimate and put this before town meeting. We need to communicate our process and the information we have as clearly as possible.
- May Day Celebration to celebrate winning this grant. Susie Mosher will map out what a library could look like; magician for the kids will be there; come to Mary Anne's house at 11am to carry tents; installing a little free library; this weekend- Library Ambassador meeting on Sunday, April 24 from 1-2pm at SAC.
- It's ten years later than the last time we tried to build a library and everything costs more now than it did ten years ago.
- Feedback from the community about the cost of the library to Mary Anne is largely positive.

Documents discussed:

- Latest Cost Spreadsheet
- Questions for the cost estimators

Next meeting: Tuesday, April 26 at 7:30pm, Thursday, April 28 at 7:30pm, and Monday May 2 at 7:30pm

Respectfully submitted by Melanie DeSilva, Secretary, Library Board of Trustees