

**Minutes of the joint meeting of the Belmont Public Library Board of Trustees and the Library Feasibility Study Committee
January 6, 2011 Flett Room**

Present: Library Director Maureen Conners, Trustees Elaine Alligood, Mark Carthy, Matt Lowrie, Sarah Phillips. Trustees Mary Keenan and Hal Shubin were absent. Feasibility Study Committee members Elaine Alligood, Mark Carthy, Corinne Chan, Maureen Conners, Fred Dooe, Frank Kennedy, Bill Lynch, Sandy Mulkern, Sarah Phillips, and Stephen Sala. Guests: Bob White, Daedalus Projects, Inc.; Dan Scharfman, School Committee Liaison; Ann Rittenburg, School Committee Chair; Stewart Roberts, Johnson Roberts Associates, Inc.

Board of Trustees Chair Lowrie called the joint meeting to order at 7:05 p.m. The group reviewed minutes of the Library Feasibility Study Committee meeting held December 22, 2010, which were unanimously approved on motion by Elaine Alligood, seconded by Pat Brusch.

Bob White, Daedalus Projects, Inc. described the need for a site survey to document the library site boundaries. He was collecting quotes for basic survey work to start next week.

Stewart Roberts, architect, reported that the geotech report is ready and that the hazmat survey will not be necessary for the grant application, as the White Field House area is not included in the site.

Board of Trustees Chair Matt Lowrie presented a report on the Planning Board meeting January 5th. The Planning Board discussed the number of library parking spaces currently required and voted to allow a lesser amount on the site. They emphasized the chronology of events after the grant application is filed January 27th, along with "green" aspects of the building design. They were supportive of the need for a height variance, but also recommended a meeting with the Zoning Committee to explore the alternative of a zoning change.

Mr. Roberts then presented schematic plans to the group which incorporated changes made since the Feasibility Study Committee meeting on December 22. Minor changes were made to the parking area, reducing the number of spaces to 92 and adding a hidden dumpster area at back. Mr. Roberts reviewed changes to the building plan presented at the earlier meeting for the benefit of committee members not able to attend that meeting. The additional changes presented tonight were moving the genealogy research room nearer the Clafin Room, and placing the rest rooms near the main elevator. The group discussed alternative positions for the reference desk, but consensus was to keep it located on the second floor. The elevations

gave a bird's eye view of the building, showing the large amount of natural light allowed by roof monitors, photovoltaics over the front rooms, and the green roof. The back elevations showed roof monitors bringing natural light into stack areas. From the street, activity inside the front rooms will be visible through large glass windows, rather than rows of books or blank exterior walls. A motion to approve the schematics, floor plans and elevations was made by Mr. Carthy, seconded by Ms. Bruschi, and passed unanimously. The Committee commended Mr. Roberts on the design as presented.

Mr. White presented a draft project budget which contained the preliminary numbers available at this stage; more accurate figures are expected within a week. At this point, the total projected project budget is \$17,500,000, with costs eligible for state reimbursement of \$15,750,000. At a conservative reimbursement rate of 40% (or \$6,300,000), this would leave projected town and private participation of \$9,450,000. The cost of replacing playing fields and lighting is not included in these preliminary figures, and School Committee Chair Ann Rittenburg emphasized the importance of this issue. It was agreed that this was a point for future discussion.

The status of the grant application was reviewed by the group. A trustee subcommittee will review application language, and representatives of the Feasibility group will contact the Zoning Board. Public informational meetings are scheduled at the library for January 20 (9:30 a.m.) and January 25 (7:30 p.m.). A completed draft of the application is planned for January 21, as well as another cost meeting when more detailed figures are available.

The Feasibility Study Committee meeting was adjourned at 8:32 p.m., on motion of Mr. Carthy, seconded by Mr. Dooe. The Library Board of Trustees' meeting continued in session.

The Trustees unanimously approved Trustee Carthy's motion, seconded by Trustee Alligood, to engage a site surveyor for the purpose of the grant application, as described earlier by Mr. Bob White, at a cost of up to \$6,300.

Director Connors reviewed the results of a patron survey conducted in December. Patron comments were uniformly positive, although several responses highlighted the need for a new library. Trustee Alligood made a motion to present bagels and coffee to library staff in recognition of their fine work as related in the survey. This was seconded by Trustee Chair Lowrie and passed unanimously.

Director Conners presented the Capital Projects Budget for FY 2012. This contained only two requests: (1) a new building, and (2) a digital microfilm reader, printer and scanner. On motion by Trustee Carthy, seconded by Trustee Alligood, the trustees unanimously approved the capital projects budget with these two requests. Director Conners then presented a five-year Capital Budget Projection FY12 – FY17. This attempted to project costs for maintenance in the current building, anticipating replacement of the boiler, some air conditioners and the elevator, all original to the 1965 building, among other maintenance. The trustees discussed the costs of remaining in this building versus that of moving to a new building, with reference to the Tappe Study. It was agreed to add a note to the Projection that any changes to the existing elevator could trigger additional improvements required by ADA. A motion to approve the five-year Capital Budget Projection, as amended, was made by Chair Lowrie, seconded by Trustee Phillips, and passed unanimously.

A motion to adjourn by Trustee Carthy and seconded by Trustee Phillips passed unanimously at 9:15 p.m.

Respectfully submitted,
Sarah Phillips, secretary pro tem

Exhibits List:

Agendas

Minutes for Library Feasibility Study Committee meeting December 22

Conceptual Project Budget, January 6, 2011

Library Patron Survey, December 2010

Capital Projects Budget FY2012

Capital Budget Projection FY2012 – FY2017

Library Expenditures, December 2010

BELMONT PUBLIC LIBRARY

CAPITAL PROJECTS FY12

Approved Jan. 6, 2011

- An improved and expanded children's department with an activity room, allowing us to offer programs without interrupting other library activities and in the afternoon the room may be used as a homework center
- Complete ADA accessibility to allow full access to the library and eliminate the possibility of lawsuits
- Comfortable meeting rooms
- Proper staff work areas
- Climate controlled room for the Historical Collection and the entire building to protect the collection and ensure patron comfort
- More space for the collection and computer work areas, to reduce cramped conditions and make library materials easier to find

2. Reason for request

The facility is over 45 years old and is worn out. Work areas, like the *circulation desk*, are critically short of needed work-space. In the new book area there is currently shelving for books but no room for comfortable. *Study rooms* for tutoring and group work are non-existent. The *computer area* and the *Children's Room* are in desperate need of more space. The Coordinator of Children's Services has had her office space invaded by activities and storage requirement. The fiction collection is divided between the main floor and the mezzanine while the non-fiction collection is dispersed at opposite ends of the building. *The building does not meet federally mandated disability requirements.* Many areas of the library *do not comply with ADA requirements.* These include the main level entrance and vestibule, elevator, book-stacks, and all but one unisex toilet located on the lower floor. To renovate the building to meet ADA requirements would take a high percentage of space as turn-around areas for wheelchairs are needed at the end of each row of book stacks. Many of the stacks end in dead-end aisles and do not have the 5' turning radius required. Some book stacks do not have the required 3' clearance between the stacks. As always, whenever there are repairs there is concern that the cost will reach the level that triggers ADA compliance for the entire building. *All operating systems are original to the building and have outlived their useful lifespan. Mechanical systems are obsolete and must be replaced/repaired on an emergency basis.* The elevator is a constant worry. *The electrical system relies on extension cords to service technology never considered at the time of construction. There is no fire suppression system in any part of the building.*

3. Cost

The estimated cost of the building is approximately \$18 million. This cost estimate was provided by architect J. Stewart Roberts of Johnson and Roberts Associates. At this point we do not know what the impact will be on the operating costs. The new building will obviously be more efficient and will have several green elements which should keep the maintenance costs down. The square footage of the building is increasing by approximately 15,000 square feet. We do not anticipate an increase in personnel.

The machine should last between 12 to 15 years.

6. Funding

Town funding from the capital budget.

BELMONT MEMORIAL LIBRARY
FY12 - FY17 CAPITAL BUDGET - PROJECTION - THESE ARE NOT REQUESTS

	Load Factor	Unit cost	2013	2014	2015	2016	2017
			1.05	1.092	1.13568	1.1811072	1.22835149
1	Mechanical/Electrical						
2	*Boiler	\$30,000		\$32,760			
3	*Air Conditioners (3) Roof	\$13,000	\$13,650	\$14,764			\$15,969
	Air Conditioners (4) Attic	\$10,000	\$10,500	\$11,357	\$11,811		
5	*Ventilating and HVAC Units (19)	\$6,000		\$6,552	\$7,087		
10	Fire Suppression System	\$166,073		\$181,352			
11	subtotal		\$24,150	\$231,584	\$26,121	\$18,898	\$15,969
12	Structural						
13		\$0	\$0	\$0	\$0	\$0	
14	subtotal	\$0	\$0	\$0	\$0	\$0	\$0
15	Public Safety						
16	Walkways and Sidewalk	\$15,000		\$16,380			
17	Generator						
19	Parking lot Curbing-Asphalt	done					
20	Parking lot lighting	\$60,000		\$68,141			
21	Aging Asbestos tiles	\$10,000		\$10,920			
22	subtotal		\$0	\$27,300	\$68,141	\$0	\$0
23	Other						
25	*ADA Elevator	\$150,000		\$163,800			
26	Parking Lot repairs	done					
27	subtotal		\$0	\$163,800	\$0	\$0	\$0
28	Total		\$24,150	\$422,684	\$94,261	\$18,898	\$15,969
29	Total with 15% Contractor's						
30	Overhead & 10% Contin.		\$30,550	\$534,695	\$119,241	\$23,906	\$20,200

spreadsheet for FY12 - FY17 Capital budget - anticipated building needs
*Items that are original to the 1965 building

December 2010

How are we doing today..... ☺ ☹

Was the staff friendly? Excellent Good Fair Poor
Was the staff helpful? Excellent Good Fair Poor
Did you find everything you were looking for? _____

Comments: _____

Children's (6 responses)

Four respondents answered *Excellent* for the first two questions, one person answered *Good/Excellent* and one person answered *Excellent/Good*. Four people answered *Yes* to the third question, one person answered *No*. Four happy smiley faces were circled.

Excellent Thursday page!

Denise is not only friendly, but extremely intelligent and helpful extraordinaire!!! and kind . . .

Circulation (22 responses)

Nineteen respondents answered *Excellent* for the first two questions, two answered *Excellent/Good* and one answered *Excellent/Fair*. Nineteen people answered *Yes* to the third question, one answered *No*, one left it blank and one wrote *ALWAYS*. Twelve happy smiley face were circled.

We love the library!

I love the library, it is great. I hope you keep the magazine exchange. I enjoy that too.

Hope a new library can be built - this is so crowded.

Great library but just need major renovation! Great job for entire staff!

Granya is the most wonderful and helpful librarian. You could use a few more like her!

Very nice staff. Thanks!

The staff is very professional and friendly.

THANK YOU

I always find staff helpful.

It was good.

Serious books on CD always welcome.

Reference (10 responses)

Six respondents answered *Excellent* for the first two questions, three answered *Good* and one person did not circle anything. All answered *Yes* to the third question. Four happy smiley faces were circled.

In my estimation, this library cannot be anything but the best one in the area. Keep up the good work!

THANK YOU

Reference librarians are so good. We are very lucky patrons.

I don't use the library often but I always leave thinking I should come here more often.

Thank you for your help.

Very friendly & good suggestions.

The staff is both very professional and very friendly - always. Linda Teller

BELMONT PUBLIC LIBRARY EXPENDITURES

4-Jan-11
12:58 PM

DECEMBER 2010

	ORIG./ADJ. APPROPRPTS.	TRANSFER	ADJUSTED BUDGET	SPENT DEC	SPENT JULY - DEC	BALANCE	PROJECTED 6 MONTHS	% EXP
LIBRARY ADMINISTRATION								
16111								
511000	192,950.00		192,950.00	14,836.00	89,824.88	103,125.12	96,475.00	46.6%
511100	5,805.00		5,805.00	214.88	2,675.26	3,129.74	2,902.50	46.1%
513000	6,000.00		6,000.00	569.28	3,550.88	2,449.12	3,000.00	59.2%
514800	700.00		700.00	562.50	562.50	137.50	350.00	80.4%
517000	21,548.00		21,548.00	0.00	21,548.00	0.00	10,774.00	100.0%
517200	356.00		356.00	0.00	356.00	0.00	178.00	100.0%
517800	2,923.00		2,923.00	0.00	2,923.00	0.00	1,461.50	100.0%
519900	675.00		675.00	0.00	1,450.00	675.00	56.25	214.8%
16112								
521100	8,690.00		8,690.00	0.00	4,345.00	4,345.00	4,345.00	50.0%
522800	19,577.00		19,577.00	2,994.40	3,739.76	15,837.24	9,788.50	19.1%
522900	36,476.00		36,476.00	1,672.72	16,967.17	19,508.83	18,238.00	46.5%
523100	5,000.00		5,000.00	29.99	1,043.86	3,956.14	2,500.00	20.9%
524300	67,000.00		67,000.00	3,188.26	26,206.08	40,793.92	33,500.00	39.1%
524400	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
524500	400.00		400.00	0.00	31.71	368.29	200.00	7.9%
530001	4,003.00		4,003.00	155.15	155.15	3,847.85	2,001.50	3.9%
531700	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
531900	120.00		120.00	0.00	133.00	(13.00)	60.00	110.8%
534500	250.00		250.00	0.00	0.00	250.00	125.00	0.0%
534700	250.00		250.00	0.00	211.48	38.52	125.00	84.6%
542100	3,900.00		3,900.00	26.22	1,346.28	2,553.72	1,950.00	34.5%
545000	1,000.00		1,000.00	0.00	0.00	1,000.00	500.00	0.0%
548900	800.00		800.00	0.00	104.32	695.68	400.00	13.0%
571000	8,996.00		8,996.00	0.00	4,395.73	4,600.27	4,498.00	48.9%
573000	950.00		950.00	99.30	297.82	652.18	475.00	31.3%
	225.00		225.00	0.00	0.00	225.00	112.50	0.0%
	590.00		590.00	0.00	570.00	20.00	295.00	96.6%
TOTAL LIBRARY ADMIN	389,184.00	0.00	389,184.00	24,348.70	181,867.88	207,316.12	194,592.00	46.7%

	ORIG./ADJ. APPROPRNTS.	TRANSFER	ADJUSTED BUDGET	SPENT DEC	SPENT JULY - DEC	BALANCE	PROJECTED 6 MONTHS	% EXP
LIBRARY PUBLIC SERVICE								
16121								
511000	553,956.00		553,956.00	42,284.24	259,469.93	294,486.07	276,978.00	46.8%
511100	208,736.00		208,736.00	14,807.05	89,300.13	119,435.87	104,368.00	42.8%
513000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	5,282.00		5,282.00	3,657.15	3,657.15	1,624.85	2,641.00	69.2%
517000	107,738.00		107,738.00	0.00	107,738.00	0.00	53,869.00	100.0%
517200	1,266.00		1,266.00	0.00	1,266.00	0.00	633.00	100.0%
517800	10,501.00		10,501.00	0.00	10,501.00	0.00	5,250.50	100.0%
517900	227.00		227.00	0.00	227.00	0.00	113.50	100.0%
16122								
530000	750.00		750.00	0.00	0.00	750.00	375.00	0.0%
534100	7,660.00		7,660.00	215.43	4,243.24	3,416.76	3,830.00	55.4%
552900	241,508.00		241,508.00	27,578.45	126,409.58	115,098.42	120,754.00	52.3%
573000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
TOTAL LIB PUBLIC SERV	1,137,624.00	0.00	1,137,624.00	88,542.32	602,812.03	534,811.97	568,812.00	52.99%
LIBRARY TECH SERVICE								
16131								
511000	136,480.00		136,480.00	10,558.12	57,012.52	79,467.48	68,240.00	41.8%
511100	19,001.00		19,001.00	1,100.00	6,876.37	12,124.63	9,500.50	36.2%
514800	1,300.00		1,300.00	437.50	437.50	862.50	650.00	33.7%
517000	27,388.00		27,388.00	0.00	27,388.00	0.00	13,694.00	100.0%
517200	347.00		347.00	0.00	347.00	0.00	173.50	100.0%
517800	2,231.00		2,231.00	0.00	2,231.00	0.00	1,115.50	100.0%
16132								
530600	67,000.00		67,000.00	2,932.52	49,964.71	17,035.29	33,500.00	74.6%
542200	12,000.00		12,000.00	190.64	3,886.25	8,113.75	6,000.00	32.4%
573000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
TOTAL LIBRARY TECH SERV	265,747.00	0.00	265,747.00	15,218.78	148,143.35	117,603.65	132,873.50	55.75%
TOTAL LIBRARY DEPARTMT	1,792,555.00	0.00	1,792,555.00	128,109.80	932,823.26	859,731.74	896,277.50	52.04%



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BELMONT MEMORIAL LIBRARY
FEASIBILITY STUDY COMMITTEE MEETING
January 6, 2011

AGENDA

1. Review and approve any past meeting minutes
2. Status of site survey
3. Status of geotech report
4. Report on Planning Board Meeting
5. Review and approve Schematic floor plans, elevations, site plan
6. Review draft project budget
7. Review status of grant application
8. Other



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DRAFT

BELMONT MEMORIAL LIBRARY
CONCEPTUAL PROJECT BUDGET

January 6, 2011

1. Conceptual construction cost estimate*	\$14,000,000
<u>2. Soft costs, fees, FF&E (25% of construction)</u>	<u>\$3,500,000</u>
3. Total projected project budget	\$17,500,000
4. Less ineligible costs @ 10%:	(\$1,175,000)
Landscaping/paving	
Furnishings	
Computer Terminals/Peripherals	
Moving/Related Expenses	
Temporary Quarters	
Municipal Bond Costs	
RFID/Sorting System	
5. Total projected eligible costs	\$15,750,000
6. Projected reimbursement @40%	(\$6,300,000)
7. Projected Town participation	(\$9,450,000)

(* Construction cost estimate not reconciled with Designer's estimate as yet)