Bolton Public Library Board of Trustees

March 15, 2022, 4:00 pm via Zoom

Meeting Minutes

Attendees: Kelly Collins, Pam Czekanski, Samantha Quoos, Robert Zak

Absent: Tricia Neron

Agenda:

1. Samantha Quoos’ proposal for container plantings at library
   * Ms. Quoos offered to donate two fiberglass planters, soil, and rotating plant ensemble (totaling $3193 in material and labor), in multiple phases over 1 year, in exchange for a small sign (approximately 5”x5”) listing her business co-located with the plantings.
   * Exact Location to be worked out by Ms. Quoos and Kelly, taking into account access to water, and maximum visibility/enjoyability for public.
   * Location and installation should also take into account small children – i.e. taking care to make them as stable and “untippable” as possible.
   * Ms. Quoos to provide a copy of the intended sign design for approval.
   * Motion to accept Samantha Quoos’s donation of two fiberglass planters and ensemble of plants as proposed, and with final approval of signage. (BZ) Seconded (PC). Approved unanimously.
2. Approval of February 15, 2022 minutes:
   * Motion made to approve 2022-02-15 minutes (BZ); seconded (PC); passed unanimously
3. Director’s report:
   * Bolton BoS approved funding library sewer repair project with ARPA grant; Randy moving forward with bid documents.
   * Utility Budget Overruns and Request for Transfer from Advisory: We will go over both electricity ($4275 remaining in budget), and heat ($500 remaining in budget. Kelly to prepare “transfer request” document using current run rate for electricity, and propane consumed March 15 – June of 2021 to estimate request total amount. Email to board for review.
   * Travel Approval: Kelly will be giving an invited talk in Hyannis in the coming month. Motion made to fund travel expenses not to exceed $500 from the State Aid Grant fund (BZ); seconded (PC); approved unanimously
4. Building and grounds updates, including plumbing
   * Feedback on Draft RFP/Related Issues (changes in **BOLD**)
     + (Pg.30) The contractor shall provide and maintain their own temporary rest-room (porta-potties), \***snack, microwave, refrigeration, etc. facilities**\* for use by workers on the project.
     + (Pg. 30) Contractor to provide 2 days notice of water shutoff. \***Notice to be provided via email to dpwdirector@townofbolton.com and kcollins@cwmars.org** \*
     + (Pg. 30) It is the desire and intention of the Town that the library will remain open to the public ... \* **The Contractor will insure full access to the building for staff, cleaning, and emergency services at all times. This to include primary access through the main entrance, as well as emergency egress through emergency exits (excepting the emergency exit in the program room).** \*
     + (Pg. 30) \* **The primary building alarm system will be used to protect the Library during this project. The contractor shall ensure that alarm system can be fully engaged, with no alarm faults or bypass mechanisms.** \*
       - (Question for Randy on this -- earlier in document -- pg 22 mentions removal of doors. Removal of the door between main library and vestibule would interfere with arming of alarm system. We don't want to disable or bypass the building alarm during the project.
     + (Pg. 30) Interior paint: Contractor to prime and paint with 2 coats interior paint on new installed drywall and any areas disturbed as a result of the construction. Paint to be Sherwin Williams \* **SW6133 (Muslin) for all wall surfaces** \*
   * Associated Projects: Bob/Kelly to Email Randy for his ideas of phasing these relative to sewer project
     + Paving repair along front of Library
     + Replacement of two water fountain fixtures with “water bottle” filling stations
   * Public Restroom Options During Project
     + Reviewed quotation for 1 month of a “trailer” based portable restroom with heat, AC, running water. Based on discussion, a little pricey at almost $7K per month, and not ADA compliant. Bob to seek a second quotation for an ADA compliant “portapotty.”
5. Next Meeting: April 14, 2022 at 4:00 pm, zoom.
   * Agenda Topics
     + Garden Plan/Execution Update
6. 5:00 pm: Motion to adjourn (BZ); seconded (RZ); approved unanimously

Respectfully Submitted:

Pam Czekanski Robert Zak