

2021-03-18

4:00 PM

Bolton Public Library Board of Trustees

Draft Minutes

A quorum being established, the meeting was brought to order via Zoom Meeting at 3:33 pm.

Covid19 Virtual Meeting Introduction

- a. As authorized by the "Order Suspending Certain Provisions of the Open Meeting Law, G.L. c 30A, P 20, signed by Governor Baker On March 10, 2020, in response to the outbreak of the 2019 Corona Virus (COVID 2019), we held this Open Public Meeting of the Bolton Public Library Board of Trustees this afternoon, September 8, at 4pm, virtually, via the internet and telephone, as posted on the Town's Website
- b. This meeting is being recorded, with said recording to be made available by the Town of Bolton (in addition to these written minutes)
- c. Trustees Present: Pam Czekanski and Bob Zak
- d. Library Director Kelly Collins also Present
- e. The Town has adopted "Zoom Meeting" for conducting virtual Town Meetings for the duration of the COVID 19 Emergency
- f. Those wishing to address the meeting should do so by seeking to be recognized by the chair. This may be accomplished by using the "raise hand" button on the Zoom window. If you are dialed in via a standard phone line, "raise your hand" by pressing "\*9". I will (do my best to) recognize the request by unmuting you, which will allow you to address the meeting. Please introduce yourself by name and street address.
- g. You may place yourself on "mute" using "mute" button on web interface, or "\*6" via standard phone line.

Agenda:

1. Minutes of previous meeting – postponed until in-person meeting
2. Buildings/Grounds Update with DPW Head Randy Heglin
  - a. Plumbing Issues
    - i. Video Survey: At least two areas of "level" (including section of "uphill" pitch between ladies and mens room). Black pipe indicates sitting waste water.
    - ii. 5" thick rebar re-enforced concrete floor
    - iii. Pipe has indicated moving joints; 4 or 6' lengths
    - iv. Will work w/ Original Engineering Firm on solution ASAP
      1. Engagement pending availability of inspection video
    - v. Ultimate solution could require Town Meeting spending approval
    - vi. Interim Solution: Conversion to a single rest room, e.g. w/ lock and keys
      1. Agreed that we should prepare for this solution ASAP
  - b. Paver replacement and (Draft) 2021 ATM Warrant Article 22

- i. Street Print: three MA distributors: Framingham, Western MA, ??
      - 1. \$5-12/square foot
      - 2. Can be done up to 5 years after to installed
      - 3. Framingham Distributor: McNulty: Targeting estimate before ATM
    - ii. DPW can remove, and recycle failing concrete pavers
    - iii. Goal would be to finish this work during 2021 "construction season"
  - c. Electrical
    - i. Just starting to review
  - d. Guardian Energy Products
    - i. Condition with windows – have proposed a window insert
      - 1. Randy seeking more detailed "scope of work" – will forward to Kelly/Trustees when available
    - ii. Randy working w/ window suppliers to better understand issue, possible fixes.
  - e. Misc
    - i. Replacing sign directing traffic counter clockwise around the parking "loop"
3. Covid-19 update
- a. Library staff will have the opportunity for first vaccine dose end of this week; second dose in early April.
  - b. Kelly to circulate working draft of re-opening document for review
4. Next Meeting
- a. 3:00 on Monday, April 5, 2021 at 4:00pm, likely via Zoom. Primary agenda item is detailed review of re-opening document.

A **motion** was made to adjourn the meeting at 4:52 pm; seconded; and passed unanimously.

Respectfully Submitted



Robert Zak



Pam Czekanski