

BOARD OF TRUSTEES (BOT)
SANDWICH PUBLIC LIBRARY (SPL)
MINUTES FOR FEBRUARY 11, 2020

Present: Chairman Mark Wiklund, Jeanie Vander Pyl, William Fleming, Katie Miller, Bill Wagner and Library Director Joanne Lamothe

Absent: Vice Chairman Joe Roche, Christine Brown and Ted Scribner

Guest: Bob Thomson

The meeting was called to order at 7:03 p.m.

TOWN CLERK
TOWN OF SANDWICH
AUG 05 2020
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Review and Approval of Minutes from January 14, 2020 meeting

- MarkW motioned to accept the January 14th minutes as amended – KatieM seconded and all were in favor. Amendment – Under Director’s Report, 7th Bullet, First Sentence change “Alternate sources of funds (handout) total \$418,448 – all unrestricted.” to “Unrestricted funds (handout) total \$418,448.”

Director’s Report

- Renovation Project Kickoff Meeting with Bud Dunham town manager, Heather Harper assistant town manager, Brian Schlegel town facilities manager, Studio MLA architect, David King architect, Rick Pomroy project manager and Joanne Lamothe library director.
 - This was an administrative meeting setting up communication flow and meeting schedules and timelines.
 - Week of March 2nd – begin schematic design review.
 - Week of March 23rd – midpoint review of design development.
 - Approx April 13th – completion of design development.
 - Approx April 27th – total complete design development.
 - First week of May – construction drawing coordination.
 - Last week of June – 75% construction drawing complete.
 - August 3rd – final construction drawing complete.
 - Mid August – prepare bid documents and send project out to bid.
 - Fall 2020 – begin renovation project (estimate of one year to complete).

- FY2021 Budget Update (handout) –
 - Total Net Appropriation request \$1,034,063 – revised \$1,005,907.
 - Total Personnel request \$850,626 – revised \$826,470 adjusted to reflect change in youth service position salary.
- On 2/21/20, Pete the Cat Pizza Party. Titcomb’s Bookshop won a nationwide Pete the Cat window display contest.
- Working with the Plymouth Public Library who was approached by a theater group in England that is producing a play called “This Land” which is about the launching of the Mayflower from England. Forty Massachusetts libraries are participating in the showing of “This Land” on June 24th at 6:00pm.
- Attended a legislative event at the Plymouth Public Library where local libraries expressed their need for legislative support of the Board of Library Commissioners agenda for the upcoming budget.

Chairperson’s Report

- Trustee Vacancy Appointment –
 - Up for reelection – Mark Wiklund, Jeanie Vander Pyl and Bill Wagner.
 - Vacant seat held by Ann Shea. **BillW motioned to appoint Bob Thomson to the remaining term formerly held by Ann Shea – BillF seconded and all were in favor.**
 - TedS although not present has indicated his support for Bob Thomson. He has also indicated that another person has expressed an interest in the position.
 - MarkW will act as the liaison for both the Friends of the Sandwich Public Library and the Friends of the Sandwich Town Archives.

Public Forum

- Bob Thomson expressed his delight in serving on the Board of Library Trustees. He is a retired Washington Post writer for a column called Dr Gridlock writing about the traffic issues in the Washington DC area.

Old Business

- BillW – reminder to continue awareness regarding Open Meeting Laws.

Meeting was adjourned at 7:58 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Melinda Aguiar". The signature is written in black ink and includes a long horizontal flourish at the end.

Melinda Aguiar