

BOARD OF TRUSTEES (BOT)
SANDWICH PUBLIC LIBRARY (SPL)
MINUTES FOR SEPTEMBER 22, 2020

Present: Chairman Mark Wiklund, Vice Chairman Joe Roche, Jeanie Vander Pyl, Christine Brown, Ted Scribner, William Fleming, Katie Miller, Bill Wagner, Bob Thomson and Library Director Joanne Lamothe

Guests: Tao Woolfe – Sandwich Enterprise

The meeting was called to order at 7:04 p.m.

Review and Approval of Minutes from August 11, 2020 meeting

- BillF motioned to accept the August 11th minutes – BillW seconded – and all were in favor.

Roll call – approval of minutes.

Joe Roche – aye	Katie Miller – aye
Jeanie Vander Pyl – aye	Bill Wagner – aye
Christine Brown – aye	Bob Thomson – aye
Ted Scribner – aye	Mark Wiklund – aye
Bill Fleming – aye	

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Director's Report

- Update on renovation project –
 - The library will be relocating its operations to the Sand Hill Community Center while the library undergoes its renovation project.
 - Operations at the temporary site will remain the same based on established Covid protocols. The Sand Hill site is network, security and accessibly ready.
 - The Archives will be stored in a climate controlled environment.
 - Ongoing work with finalizing the selection of finishes.
 - JoeR – any addendums to the project? JoanneL – 1. Patio improvements for accessibility and landscaping. 2. Coffered ceilings in the Archive's room.
 - MarkW – noted that this library project has come to fruition as a result of the collaboration of many interested groups and people who see the library as the hallmark of our community.
 - BobT – will there be enough parking at the temporary location? JoanneL – There should be ample parking at that location.

➤ Time Line Estimates –

- 9/14 – released construction bid documents.
 - 9/21 – pre-bid walk through.
 - 10-2 – final sub-bids are due.
 - 10/14 – general contractor bids are due.
 - Early November – Sand Hill operations will commence.
 - June/July 2021 – return to renovated library.
- A special informational edition newsletter and facebook announcement will be released to the public this evening Tuesday 9/22/20.
- KatieM – does the new location do anything to change the transition timing as to how long the library will be closed? JoanneL – It will allow us to accelerate the move out and back in timeline as we can begin move out as soon as possible and then turn around and move back in as needed without the constraints of a leased property.
- KatieM – how has the quarantining of materials been? JoanneL – The process had been working well. There is a 72 hour quarantine period for all returned materials and that process will be followed at the Sandy Hill location.
- BillF – do any of the above discussions accelerate the completion of the project as a whole? JoanneL – It doesn't affect the timeline for the renovation of the building. It does affect the timeline for what happens at the beginning and at the end of the project (moving out and back in).
- TedS – noted how remarkable Joanne has managed to wear the multitude of many hats that have been required during this pandemic, construction project, moving in/out to a new location and maintaining current operations and services for our community.

Chairperson's Report

- No report for September 2020.

TedS motioned to adjourn – ChristineB seconded – and all were in favor.

Roll call – adjournment.

Joe Roche – aye	Katie Miller – aye
Jeanie Vander Pyl – aye	Bill Wagner – aye
Christine Brown – aye	Bob Thomson – aye
Ted Scribner – aye	Mark Wiklund – aye
Bill Fleming – aye	

Meeting was adjourned at 7:42 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Melinda Aguiar". The signature is written in black ink and features a long, sweeping horizontal line at the end.

Melinda Aguiar