

BOARD OF TRUSTEES (BOT)
SANDWICH PUBLIC LIBRARY (SPL)
MINUTES FOR AUGUST 8, 2017

TOWN CLERK
TOWN OF SANDWICH
OCT 12 2017
12 H 30 M P M
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Present: Chairperson Jennifer Tickell, Vice Chairperson Christine Brown, Jeanie Vander Pyl, Mark Wiklund, Ted Scribner, William Fleming, Jeanne Maclaren, Joe Roche and Library Director Joanne Lamothe

The meeting was called to order at 6:58 p.m.

Chairperson's Report

- Board Vacancy –
 - Two interested parties:
 1. Katie Miller – experience in fundraising, public relations and project management. She is seeking a place to serve within the community.
 2. Mathew Cubetus – currently serving on the Sandwich Planning Board. A student at Bridgewater State University.
 - Invite them to attend a Trustee's meeting.
- Architect presentation review –
 - The space reallocation study that was presented at the last meeting is in its very early stages and was meant to be a representation of how space could be reorganized to better serve the needs of the community and our patrons. It is a conceptual drawing of ideas.
 - One of the purposes for conducting the space reallocation study was to answer the question – Could we build a new library within the historic footprint of the existing building? Based on the architect's presentation of the space reallocation drawings the answer was yes.
 - Design and Development Phase –
 1. The next step would be the Design and Development phase which is where specific drawings and dimensional areas will be shown. This phase will show layouts and square footage of various areas within the library (ie: the archives and the children's room).
 2. Working with the Library Director and Trustees during the Design and Development phase, the Library Staff, Friends, FOSTA, the Town and community members will play an important role in shaping our library of the future.

3. A meeting with Bud Dunham included a discussion about the Library's Design and Development phase. He is interested in helping with this next phase and including it as part of the capital budget for next year.
4. Approximate Design and Development cost \$100,000.

Director's Report

- Personnel update –
 - JoAnn Latimer has retired.
 - Janet Wright has stepped into JoAnn's open position.
 - Sandy Murray has stepped into Janet's open position.
 - Sandy Murray's part time position has been posted in house and with human resources and to date ten applicants have applied.
- Entrance Project Update –
 - Bid documents have been prepared.
 - Working with Frank McDonald with the procurement process.
 - Facilities director, Ted Hamilton, will be providing support throughout this project.
 - Project budget of \$45,000.
 - Refinish front door, steps and front entry.
 - Replace the lighting on the front of the building with historic globe lighting.
 - Refurbish the green door parking lot entry with new doors, exterior lighting and refinishing the interior vestibule.
 - Refurbish the rear ramp entry with new ADA compliant doors, painting the guard rail and the vestibule.
 - Addendums - replacement of the Main St. brick walkway and re-grading the patio off of the Archives.
- Titcomb's Bookshop has given the Library a bench in the shape of a book in celebration of its 50th Birthday.
- 2017 Summer Reading Ice Cream Social and Puppet Show will be held on Wednesday August 9th 3:00-6:00.
- On 8/1/17, "I am of Cape Cod" book party was held at Town Hall and sponsored by the Library and Titcomb's Bookshop.

Meeting was adjourned at 7:37 p.m.

Respectfully submitted,

Melinda Aguiar