DRAFT MINUTES

Waterford Public Library

Board of Trustees

Minutes of Meeting of 10 September 2024 — Regular Meeting

1. President Mim Furey-Wagner called the meeting to order at 6:01 p.m.

Trustees present: M. Furey-Wagner, C. Giordano, B. Kyne, J. Lehet, G. Ritter (via Zoom), A. Rosenberg, A. Simpson, N. Dragoli, A. Robarge. Also present, C. Johnson, Library Director and Ex Officio Trustee Liaison D Sugrue

Not Present: E. Boyce, J. Merrill, L. Couture

2. Public Comment — None
3. Consent Agenda

There was a quorum. Motion made by A. Rosenberg, seconded by N. Dragoli to accept the Consent Agenda, Minutes of Special Meeting 30 July 2024, Treasurer's Report, and the Financial Report. All in favor.

4. President's Report deferred to discussion later in the session, item 7
5. Executive Session — None
6. Committee Reports
    a. Finance — G. Ritter
        - Endowment currently stands at $3.8M with healthy growth after recent dip in stock market. Noted this growth, provided it is maintained, will allow the library's perpetual endowment to continue to be enriched and support additional programming and library resources for the community.
        - Account managers and Finance committee aware that there is often a market dip in October, closely monitoring to ensure the perpetual endowment is shielded from any market swings beyond typical movement.
    b. Development & Fundraising
        - Sub-team anticipates meeting week of 9/16/24 to discuss:
            1. Annual appeal strategy & execution
            2. Jewelry sale fundraiser
    c. Facilities & HVAC Project
        - Recent meeting between library subcomittee, Gary Schneider & vendor held to discuss scope and various scenarios for HVAC replacement of existing failed system.
        - Minutes from that meeting prepared by J. Merrill attached.
        - A. Robarge shared evaluation of four viable options. Lowest cost option selected by committee as appropriate with consideration to the need for the building and cost.

- Noted need to make forward progress on this project to ensure state funding to offset a portion of the project cost is not forfeited.
- During walk through, Gary Schneider discovered that the main electrical supply to the building & main panels need to be replaced immediately due to leaks & corrosion.
- Gary Schneider & Library committee to bring this to the appropriate town committees to request emergency funding for electrical repair.
- HVAC vendor noted that, due to the manner in which rooftop units are to be installed, roof replacement can be done subsequent to HVAC project—allowing capital improvements for library building to be spread out across multiple fiscal years.
- HVAC project will need to go back out for bid, eta November for an early 3Q25 response.
- Estimated project cost of $1.6M not fully funded by current funding from state and town of $1.3M
- HVAC replacement may be broken into two phases: main floor and mezzanine, followed by lower level. Again, spreading capital improvement costs over multiple fiscal cycles.
- Above discussed at length by A. Robarge, M. Furey-Wagner, A. Rosenberg.

d. Policy & Personnel — none

e. Other committee reports — none

7. Director's Report — C. Johnson
   - Discussion of budget. Line item for materials was depleted by first week of September.
   - Noted average custodial supplies come to $167/mo., with noted increase in foot traffic due to the outstanding Duck Pond upgrade.
   - Library and BoT pleased for opportunity for additional foot traffic and expanded opportunity to serve the community. Currently >80,000 library visitors/year. Will monitor foot traffic to determine impact.
   - Some illegal parking on premises has been noted, likely due to use of park. Will monitor and address in conjunction with town if it becomes a persistent issue.
   - Grant received for citizen science—bird migration counts
   - Supports two viewings of PBS Flyways & Ct Audubon Society Petersen Estuary lecture.
   - October 5th outdoor birdwatching event and bird counts to be reported back for official survey.
   - Director Johnson considering applying for a grant to support the Digital Now application, which will provide addition IT tech support to the community—noting that this has been an increased request/need from patrons.
   - Personnel discussed during Director's report. New P/T staff has been hired to cover Fridays at the adult services desk. This hire offsets existing employee who has scaled back time, no change to overall FT/PT headcount.

- Anticipate bringing successful summer Page T. Weir on as a regular employee beginning in September. T. Weir's initial service to the library was funded by Cindy Alvarez and the CT Youth Employment & Training Program. They have extended coverage of his funding through September, joining the library payroll in October.
- Summer reading enjoyed a notable increase in participation logging over 2500 hours of reading across the 8 weeks of the program.
- M&T bank provided generous funding ($3,000) for the summer reading program which allowed for a variety of programming, notably an inflatable right whale exhibit attended by 225 people. Special thanks to the Waterford Community Center for hosting this event in one of their gymnasia due to high winds.
- Grant from Community Foundation of Eastern CT utilized for *Let's Speak English Together!* This programming will continue through June and is enabling patrons to enhance their English language skills.
- All circulation statistics are increasing, notably the *Hoopla* e-reading platform. Increased use of this platform will need to be factored into the current and upcoming budget cycle.
- Continued community outreach discussed, notably at Camp Harkness & the town's elementary, middle, and high schools.
- The Library was thrilled for the opportunity to again participate in the Town Parade and looks forward to continuing expanded use of the revitalized Town Center Park.
- Question from M. Furey-Wagner regarding new Friday personnel. C. Johnson confirmed that the level PT staff remains the same with the change at the adult services desk.

8. Old Business
    a. Board email addresses
        - Example: For John Smith, format would be JSmithWPL@gmail.com
        - Goal for entire board to have new email addresses in place by 1-Jan-25, library staff can assist with setup if needed.
9. New Business
    a. Board Goals for FY2025
        - A variety of potential goals were discussed on many fronts.
        - A. Rosenberg suggested the Finance Committee detail plans for maintaining the perpetual endowment in a manner that it grows and allows for increasing future contributions to the library budget.
        - E. Boyce (via written communication) recommended developing goals around trustee attendance at town events. Noting that many currently do attend such events, but formalizing presence.
        - A. Rosenberg recommended development of a similar goal but for various town meetings.
        - Other goals to be formulated around relationship with the town, capital improvements, etc.
        - M. Furey-Wagner & C. Johnson to take notes from discussion and develop specific goals to be evaluated at subsequent meeting(s).

   b. TOW FY25 Budget
      - C. Johnson & M. Furey-Wagner laid out timing for upcoming budget cycle.
      - Finance Committee (G. Ritter as lead) to meet and discuss preliminary contribution from perpetual endowment for planning purposes.
   c. Annual BoT dinner, with C. Johnson as guest, to be held on October 22nd.
   d. Staff appreciation holiday event planned, to be funded by existing Trustee support.

10. AOB — none
11. Adjournment
   a. Motion was made by A. Simpson, seconded by C. Giordano to adjourn. All in favor. The meeting adjourned at 7:15 p.m.

Respectfully submitted 13 September 2024

Robert E. Kyne, Jr., Trustee & acting Secretary

WPL HVAC System
9/3/24

A meeting to review the Options for the HVAC System was held on Tuesday the 3rd of September at 4:15.

In attendance was the presenter Ken Hipsky of RZ Design Associates, Gary Schneider, Director of Public Works, Christine Johnson, Library Director, Mim Furey-Wagner, President of the WPL BOT, Lee Couture, Addy Robarge, Aaron Rosenberg, and Joy Merrill WPL Trustees and members of the Building and Grounds Committee.

The purpose was to review the RZ Design Associates Letter of 8 August 2024 outlining four Options to address the system replacement. The letter also included a history of the building and project and also an assessment of the existing HVAC systems.

The option of a gas line extending to the Senior Center and Library was eliminated when the Town elected not to continue service down Rope Ferry Road. Because the library was constructed in 1965 the HVAC system was originally for an open space plan. With the addition in 1975 the system has been modified several times and equipment replaced over many years. The existing oil fired furnaces appear to be in good condition. Recently a new oil tank was installed at the SW corner of the library.

However, the roof top units for multi zone rooftop HVAC have lost their capability to provide cooling and must be replaced. This summer interim measures have been taken. It is imperative that a new system be chosen, specs put out to bid, a contract awarded, equipment ordered, and work commenced so the building can be properly cooled for the 2025 summer season.

Options presented include:

#1 - Variable Air Volume (VAV) Reheat at a cost of $1.625M
#2 - Variable Refrigerant Flow (VRF) Heat Pumps at a cost of $2.000M
#3 - Water Source Heat Pumps at a cost of $2.140M
#4 - Geothermal at a cost of $2.200M

Discussion ensued. Option #1 VAV is a traditional system with a long track records of reliable operation. Option #2 VRF is a very complex system that not all service providers fully understand. Option #3 Heat Pumps is also one not all service providers understand. Also, this option would require a cooling tower and there is no good place to site one on the property. Option #4 would require extensive engineering and drilling and would not only be more costly it would require a large excavation process done by only a handfull of providers and delay the time line of the project.

A motion to prepare specification documents for Option #1, VAV, was made by L. Couture and seconded by M. Furey-Wagner. All in favor.

9 September 2024
Joy Merrill, Chair, Building and Grounds