

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Meeting February 19, 2003

Meeting held in the Provincetown Police Station

Members Present: James Cole, Chair; Marcia Fair, Vice-Chair; Arthur Pike, Secretary pro tem; Maghi Geary
Members Absent: Anita Berman, Secretary
Others Present: Debra DeJonker-Berry, Library Director; David Guertin, DPW Director; Warren Van Wees, PDR; Neil Fontana, Daedalus; C.J. Noyes, a member of the public
Call to Order: James Cole called the meeting to order at 5:25 pm.

- 1. Public Statements:** There were none.
- 2. Minutes:** Marcia Fair moved and Arthur Pike seconded the motion to accept the minutes of February 4, 2003 and February 10, 2003 as submitted. The vote was 4-0 in favor.
- 3. Review Progress on Library Building Project:** Warren Van Wees presented the building plans revised to meet a projected \$3.1 million budget. These include: a modified excavation of the lower level, which requires less underpinning; no change to the existing outbuilding; an elevator that stops on all levels; and the development of that space to be an add alternate. The first floor includes: revised program space deleting the addition; removal of wood flooring and addition of carpet, except mat roll product at entryways; the stairs to be finished with paint, except to the mechanical room; the meeting room will be a large reading area; the historic stairs to be completed with rails; and one handicap accessible exterior door. The second floor includes: staff room, story area, craft area, and custodian closet; ceiling finishes to be gypsum except where architectural necessity demands something else. The completion of the mezzanine will be an add alternate; the elevator will be keyed off until completion. David Guertin advised the HVAC should include minimal cooling to the lower level, meeting room and south facing meeting spaces in keeping with the project budget. This essentially precludes the addition of air conditioning at a later date. Warren will produce annotated bid documents with revisions by Friday. Neil Fontana will go forward with providing a new estimate. David emphasized a focus on the timetable for an awardable project by 30 April. Warren agreed to have publishable documents by 17 March. He questioned whether the Board would agree to reduce the owner's contingency. David advised the Board that 7% is already lower than what makes him comfortable, and keeping it should enable the completion of the project. He also advised creating a hierarchy of add alternates. By consensus, the Board agreed: 1. Casework for the circulation desk, staff room, children's area, etc. at \$25,000; 2. The mezzanine at \$60,000; and 3. The lower level at \$90,000.
- 4. Other Business:** There was none.

Next Meeting: The next meeting is scheduled for Wednesday, February 26 at 5:15 pm in the Conference Room of the Police Station.

Adjournment:

Arthur Pike moved and Maghi Geary seconded the motion to adjourn at 7:30 pm.
The vote was 4-0 in favor.

These minutes were approved by a vote of the Provincetown Library Board of Library Trustees members present at their meeting on _____ April 10, 2003 _____.

Respectfully submitted:

Arthur L. Pike
Library Board of Library Trustees signature

Secretary pro tem
Title

Minutes prepared by Sheila McGuinness, On-Call Secretary