

2019 SEP 18 PM 12:03

MILLBURY, MASS.

Town of Millbury

Meeting Minutes

Board of Trustees Millbury Public Library

Date: 8/20/19

Time: 6:00PM

Location of the Meeting: Millbury Public Library Meeting Room

Meeting Type: Regular x Special Emergency

Present: Jeff Raymond, Paul DiCicco, Stephanie Phillips Richter, Eric Boll

Absent: Christine Brady, Carol Burke, Christine Fintzel.

Call to Order: Jeff Raymond called the meeting to order at 6:09PM.

Ratify Library Director Contract: Paul DiCicco motioned to ratify the Library Director contract as approved by the Board and signed by Ann Dallair and the Town, seconded by Stephanie Phillips Richter, approved unanimously.

Minutes: There was a brief discussion on the 7/16/19 Regular Meeting minutes, motion to approve Stephanie Phillips Richter, seconded by Jeff Raymond, approved unanimously.

Citizen Forum: Deferred.

Initial Budget Discussion

- Capital Needs
 - Carpeting
 - Entire Building. Inclusion of high traffic separate areas.
 - Shelving
 - Collapsible solutions for space saving.
 - Technology Infrastructure Upgrades
 - Internet and hardware upgrades to modernize network.
 - Parking Lot
 - This would be a part of the Town, not Library budget.
 - Stairs/Walkways
 - Remaining stairs, walkways and possible additional funding for front stairway project.
 - Back Concrete
 - Repairing the concrete around the exterior of the building.
 - Larger Gutters/Splashguards
 - Installing new solution to redirect runoff further away from the building.
 - Generator
 - Generator to maintain power through outages
 - Roof
 - Repairs on roof. Need to research current warranty.
 - Security Cameras
 - Research/discuss the need and utilization of security cameras for the exterior of the building/key locations.
- FY2021 Budget Needs
 - Promotional Materials and Supplies
 - Need to review vendors and inventory

- Communication Connection Drops
 - New FCC rule allows communications companies to charge for unutilized connection drops.
- Telephones
 - Solution for ensuring telephone connectivity and maintaining internet load. Current solution is outside of recommended parameters.

Director's Report:

- The stairs in the front of the building need to be repaired. The funding is \$10,000.00. The repairs may not cost the entire amount and we may be able include sidewalk repairs concurrently. This may be over the budgeted amount. Need to discuss the source of additional funds. (Tabled to review with Facilities Subcommittee and Board).
- The Telephone upgrades went into effect on August 13th. There is a problem with the system requiring a new battery backup. Worldband to install.
- A new custodial resource has been added to the Library three times a week.
- Northern Energy Services delivered an analysis on energy saving recommendations (attached).
- Summer Reading was successful, bringing approximately the same numbers as last year (116).
- Looking to bring back annual passes for the New England Aquarium and Boston Children's Museum. Previously these were funded by the Millbury Cultural Council and Friends of the Millbury Public Library.
- The Library was approached by an organization that offers free charging stations for mobile devices. The Board wants to know if this is a lease, if the Library would be able to control advertising and what is the upgradeability. We may be able to look into our own.
- Old staff computers are not being used. We are looking to install for patron use. Worldband would need to come in to install and format.
- Discussion on Collection Development. (Tabled for next meeting.)

Subcommittee Reports:

- Director Search Subcommittee
 - Eric Boll motioned to formally dissolve the Director Search Subcommittee, seconded by Paul DiCicco, approved unanimously.
- Children's Librarian Search Subcommittee
 - Asked if Ann needed an interim Children's Librarian. Discussed that is not needed at this time.
 - Official name will be Assistant Director and Children/Young Adults Librarian.
 - Town Human Resources to reach out to previously interested candidates for the Director's position.
- Facilities Subcommittee
 - No Updates.
- Technology Subcommittee
 - T-Mobile account has been updated with new contacts.
 - Eric to bring Hot Spots to T-Mobile to resolve.
- Endowment Subcommittee
 - No Updates
- Discuss establishment of NEA Big Read Subcommittee
 - Deferred.
- Other Subcommittees
 - Deferred.

New Business:

- Staffing and Positions
 - Page and Assistant Librarian positions open.
- Discussion Reminders
 - Deferred.
- Stairs Proposal Approval
 - See above in Director's Notes.
- Open Meeting Law
 - Jeff Raymond reminded the Board of open meeting laws. If responding to an email, please ensure that no more than two other Trustees are included. Communication discussing Library business between more than three Trustees violates this law.

Old Business:

- Library Hours
 - Deferred.
- Policy Review
 - Deferred.
- Summer Reading
 - See above in Director's Notes.
- Library Website
 - Deferred.
- Building Updates
 - Deferred.
- Volunteers
 - Deferred.
- Professional Development
 - Deferred.
- Cable Access Television
 - Town Cable Access is open to wiring the craft room.
- Next Meeting Dates
 - Next meeting will be planned for September 17th.

Other Business

- Paul motioned that the Board or appropriate subcommittee discuss and approve all work for the Library, if the work will cost \$1,000.00 or more. Seconded by Eric Boll, approved unanimously.

What We've Been Reading:

- Paul DiCicco
 - *Harvey Penick's Little Red Book: Lessons and Teachings from a Lifetime in Golf* by Harvey Penick
- Ann Dallair
 - *Where the Crawdads Sing* by Delia Owens
- Jeff Raymond
 - *Fall; or, Dodge in Hell* by Neal Stephenson

Adjournment: Paul DiCicco motioned to adjourn the meeting at 7:43PM, seconded by Stephanie Phillips Richter, approved unanimously.

Next meeting to be scheduled for 9/17/19.

Edmund
Carol Z Burk
Steph
Paul
Myk

NORTHERN ENERGY SERVICES, INC.

CUSTOMER NAME: Millbury Library
 ADDRESS: 128 Elm St
 CITY, STATE: Millbury, Ma 01527
 CONTACT PERSON: Chris Fintzel
 PHONE #: 508-865-7893
 EMAIL #: Adellafr@cmwars.org

nationalgrid
 RETROFIT LIGHTING PROGR

EXISTING LIGHTING SYSTEM						PROPOSED LIGHTING SYSTEM							
LOCATION		Annual Hours	QTY	FIXTURE TYPE	CODE	WATTS PER FIXT.	LOCATION		Annual Hours	QTY	FIXTURE TYPE	CODE	WATTS PER FIXT.
1	Elevator	2800	1	2L4' STD/EEMAG	2F40SSM	86	2800	1	10 WATT LED		1L010		10
2	Elevator	2800	1	1L4' STD/EEMAG	1F40SSM	50	2800	1	10 WATT LED		1L010		10
3	Teen Scene	2800	5	2L4' STD/EEMAGU6	2F40SSM	86	2800	5	19 WATT LED 2X2		1L019		19
4	Circulation Area	2800	6	2L2' F40BX/ELIG	2F40BXE	72	2800	6	19 WATT LED 2X2		1L019		19
5	Childrens Office	2800	4	2L2' F40BX/ELIG	2F40BXE	72	2800	4	19 WATT LED 2X2		1L019		19
6	Childrens Workarea	2800	2	2L2' F40BX/ELIG	2F40BXE	72	1960	2	19 WATT LED 2X2		1L019		19
7	Kids Bath	2800	1	2L2' F40BX/ELIG	2F40BXE	72	1960	1	19 WATT LED 2X2		1L019		19
8	Kids Bath							1	Wall Mount Occu Sensor		0		0-
9	Craft Room	2800	1	2L4' STD/EEMAG	2F40SSM	86	1960	1	10 WATT LED		1L010		10
10	Childrens Room	2800	29	2L4' STD/EEMAGU6	2F40SSM	86	2800	29	19 WATT LED 2X2		1L019		19
11	Staff Lounge	2800	4	2L2' F40BX/ELIG	2F40BXE	72	2800	4	19 WATT LED 2X2		1L019		19
12	Book Return Area	2800	4	26W COMPACT HW C	1C0026E	28	2800	4	10 WATT LED		1L010		10
13	Processing room	2800	9	2L2' F40BX/ELIG	2F40BXE	72	1960	9	19 WATT LED 2X2		1L019		19
14	Friends room	2800	6	2L2' F40BX/ELIG	2F40BXE	72	1960	6	19 WATT LED 2X2		1L019		19
15	Friend room							1	Ceiling Mount Sensor		DUAL TECI		0
16	Boiler room	2800	2	2L4' STD/EEMAG	2F40SSM	86	2800	2	10 WATT LED		1L010		10
17	Elect Room	2800	1	2L4' STD/EEMAG	2F40SSM	86	2800	1	10 WATT LED		1L010		10
18	Staff Bath	2800	1	2L2' F40BX/ELIG	2F40BXE	72	2800	1	19 WATT LED 2X2		1L019		19
19	Front Foyer	2800	4	75W HALOGEN LAMP	1T0075	75	2800	4	18 WATT LED PAR 38		1L018		18
20	Men/women	2800	4	2L2' F40BX/ELIG	2F40BXE	72	2800	4	19 WATT LED 2X2		1L019		19
21	History room	2800	8	2L4' STD/EEMAG	2F40SSM	86	1960	8	10 WATT LED		1L010		10
22	History room							1	Wall Mount Occu Sensor		0		0
23	2nd Floor Elect Closet	2800	1	2L4' STD/EEMAG	2F40SSM	86	2800	1	10 WATT LED		1L010		10
24	2nd Floor Main Area	2800	76	2L4' STD/EEMAG	2F40SSM	86	1960	76	10 WATT LED		1L010		10
25	Director Office	2800	8	2L4' STD/EEMAG	2F40SSM	86	1960	8	10 WATT LED		1L010		10
26	Office							1	Ceiling Mount Sensor		DUAL TECI		0
27	Bath	2800	1	2L4' STD/EEMAGU6	2F40SSM	86	1960	1	19 WATT LED 2X2		1L019		19
28	Bath							1	Wall Mount Occu Sensor		0		0
29	Admin Office	2800	8	2L4' STD/EEMAG	2F40SSM	86	1960	8	10 WATT LED		1L010		10
Totals			187							192			

NORTHERN ENERGY SERVICES, INC.

CUSTOMER NAME: Millbury Library

nationalgrid
Retrofit Lighting Program

Lighting Systems Recommendations Summary

<u>EXISTING SYSTEM</u>		<u>PROPOSED SYSTEM</u>	
CONNECTED LOAD (WATTS):	15252	CONNECTED LOAD (WATTS):	2550
ANNUAL KWH USAGE:	42706	ANNUAL KWH USAGE:	5988
ANNUAL LIGHTING COST:	\$7,687.01	ANNUAL LIGHTING COST:	\$1,077.90
ENERGY COST (\$/KWH): *	\$0.1800		
<u>ESTIMATED (KWH) REDUCTION PER YEAR:</u>		36,717	
<u>ANNUAL COST REDUCTION:</u>		85.98%	
<u>TOTAL ESTIMATED SAVINGS/YR**:</u>		<u>\$6,609.10</u>	
<u>TOTAL PROJECT COST***:</u>		<u>\$21,297.00</u>	
<u>UTILITY'S INCENTIVE:</u>		<u>\$5,160.00</u>	
<u>COST AFTER INCENTIVE:</u>		<u>\$16,137.00</u>	
<u>ESTIMATED PAYBACK (YR):</u>		<u>2.44</u>	
<u>ESTIMATED CARBON FOOTPRINT REDUCTION :</u>		<u>55,818</u>	<u>CO2 LBS/YR</u>

* ENERGY COST RATE BASED ON ELECTRIC BILL INFORMATION PROVIDED BY THE CUSTOMER.

** ESTIMATED SAVINGS PER YEAR ARE BASED ON THE CURRENT HOURS OF OPERATION AND CURRENT RATE (\$/KWH).

*** TOTAL PROJECT COST INCLUDES MATERIALS, LABOR & TAXES.

**** EPA GREENHOUSE GAS EQUIVALENCIES CALCULATOR USED FOR REFERENCE.



August 5, 2019

Chris Fintzel
Millbury Public Library
128 Elm St
Millbury, MA 01527

Millbury Public Library Lighting upgrade

Dear Ms. Fintzel;

Northern Energy Services, Inc. would like to thank you for the opportunity to work with you along with NGRID on the Energy Initiative Lighting Conservation Program. Listed below are some of the benefits you will achieve by upgrading your systems.

- o **Lower lighting cost**
- o **Improved light quality**
- o **Decreased maintenance costs**
- o **Reduction of pollution**

I would like to take this opportunity to confirm the pricing agreed upon for your incentive by NGRID 2019, your final cost, as well as review the Terms and Conditions of this project.

Total estimated savings (yr)	\$6,609.10
Total project cost:	\$21,297.00
Utility Incentive:	\$5,160.00
Cost after incentive:	\$16,137.00
Estimated Pay back (yr)	2.44
Estimated Carbon Footprint Reduction	55.818 CO2LBS/YR

Payment/Financing

The total project cost for the lighting upgrade is \$21,297. The NGRID incentive for this project is \$5,160 which will be paid directly to Northern Energy Services as partial payment upon completion of the project. Cost after incentive to Millbury Library is \$16,137. 20% of the customer cost will be due prior to the beginning of installation as a progress payment for delivery of material. The remainder will be billed to Millbury Library after completion.

Scope of work

Please refer to pages 1 and 2 of the detailed analysis where lighting will be upgraded.

All work performed will be in accordance with all electrical codes and conform to all applicable Millbury Library guidelines.

Warranties

Workmanship: One Year Warranty

Materials: Manufactures Warranty

Disposal

All ballasts and lamps will be disposed of at no additional charge. Disposal will occur in a manner that meets all Massachusetts applicable standards and regulations. Disposal of all other materials such as misc. cardboard and trash will be the responsibility of Millbury Library.

Change Orders

This quote is based on the walkthrough performed at your site. Many issues, including access to all areas and unseen electrical problems may result in changes in the scope of work required. Northern Energy Services will notify you of any changes and upon approval will implement the measures required to complete the project.

Scheduling

The installation shall be done as scheduled by Millbury Library and Northern Energy Services, Inc.

Please sign and mail or fax back this commitment letter so we may commence material ordering for your installation.

Sincerely,

*Doug Niro
Commercial Energy Auditor*

Company Officer for Millbury Library

Date