

Pawlet Public Library
Monthly Meeting of Board of Trustees
MINUTES
June 4, 2019

Present:

Trustees in attendance: Janno Gay, Diane Mach, Kathryn Lawrence, Sally Caras, Marty Kravitt

Trustees absent: none

Library Director: Mary Lou Willits

Invited Guests: Ed Cleveland, Ralph Nimtzt

Attending: Janine Seitz, Jed Rubin, Kelly Waite, Eve Schwab

Call to order: 6:02 pm

Approve Minutes

Janno Gay approved the May minutes, seconded by Kathryn Lawrence.

Questions about Expansion Plans with Architect Ralph Nimtzt

Two invited guests attended the June meeting to provide further detail related to a proposed library expansion design: Select Board member and PPL liaison Ed Cleveland and architect Ralph Nimtzt of Wallingford, whose design was presented to the PPL Board in August 2018. The proposed expansion is intended to provide ADA access to both the PPL's lower-level and main library floors, while adapting the lower-level room for community meetings, classes and events by adding an accessible entrance and accessible bathroom.

At the time (August), the PPL Board and Select Board agreed that it made sense to delay expansion plan discussion and approval until the then-in-development PPL Strategic Plan detailing community service priorities and facility needs could be completed and approved in May 2019.

RE: May 2019 Library Board Meeting Vote: As scheduled, the PPL Strategic Plan was approved by the Board following final review and discussion. At that point, attending board members took up the expansion plan discussion that was on the agenda. Focus was on: 1) whether the presented expansion design meets the community needs/facility needs laid out in the approved Strategic Plan; 2) whether a site plan proposal falls under the PPL Board's purview and if the PPL Board wanted to forward the proposal to the Town Select Board; and 3) the benefits of the proposed expansion design features. The four members present at the PPL Board voted unanimously to support the Select Board in its proposed plan. It was agreed that a query about practical emergency procedures would be made. Forwarding the site plan proposal to the Town Select Board became a moot point after the vote to support the proposed plan.

RE: June 2019 Meeting: To provide background related to the identified PPL facility needs and the design under consideration, PPL Director Mary Lou Willits documented uses of the library facility since January 2018, identifying those groups that could use the Matt Waite Room if it were ADA accessible.

Janno opened June discussion by confirming that the PPL Board's position (per the May vote) is: a) to support the Select Board in responding to the need to enhance the PPL facility and b) that the facility needs identified in the now-approved PPL Strategic Plan are met by the lift plan design presented by the Select Board in August. Janno referred the group to the page 8 of the approved Strategic Plan where facility resource needs are described:

RESOURCES NECESSARY TO ACHIEVE OUTCOMES

Facility

1. In compliance with the Americans with Disabilities Act, every person in the community needs to have year-round access to library services on the main floor of the library building.
2. To provide adequate space for increased community use outside library hours, the library needs a meeting room that is handicapped accessible year-round and includes a handicapped accessible bathroom.
3. To secure library property while parts of the building are being used by community groups when the library is closed, the second accessible space needs its own entry and security system.
4. To restrict access to community groups for agreed upon dates/times in the second accessible space, a new security zone needs to be installed.
5. In order to accommodate library programs expected to exceed 65 people, the library will need agreements with other organizations to use their spaces.

Janno then opened to floor to Ralph Nimitz to field questions and describe pertinent details of the architectural designs mounted on the meeting room wall. Group discussion centered on fire access/egress, handicapped parking, the right-of-way easement and property lines, ADA requirements, state codes and requirements, etc.

Marty Kravitt suggested that alternate designs be explored, including retaining the current ramp, (instead of an ADA lift) and installing roof ice guards to remedy the ramp's winter inaccessibility and safety hazards from ice and snow slides. Marty also suggested a ramp to the lower level be built, and provided an architectural drawing. Discussion followed. Ed and Ralph departed for other meetings.

Revisit May 2019 Approved Motion to Support Expansion Plan

Board members discussed the role of the library as a resource for community meetings and events. By making the lower level ADA accessible, group meetings/events can be held there, thus not intrude upon the primary functions of the main library rooms. Per group discussion, the proposed design is an option that offers solutions to meet PPL's page 8 needs and offers a place where discussion starts.

Revote Expansion Plan Support

Based on the approved Strategic Plan (May 7), Janno moved "to encourage the Select Board to explore the enhancement and improvement of the library facility to meet needs identified on page 8 of the Strategic Plan (Resources Necessary to Achieve Outcome). Our vote supports the

[Select] Board in addressing the library's identified needs. In this vote we are not weighing in or advocating for particular designs or solutions.”

Diane Mach seconded the motion. The motion carried with four yes votes and one abstention.

Treasurer's Report

Treasurer Kathryn Lawrence provided a monthly PPL Treasurer's Report and financial update. All on track, no surprises. Kathryn provided status of PPL accounts and ongoing finetuning. Diane moved to accept Treasurer's Report. Move seconded by Janno.

Director's Report

Mary Lou provided a monthly update. She elaborated on PPL's presentation of two sessions on community-based strategic planning at the VT Department of Libraries Trustees and Friends Conference in Burlington on May 21. She requested go-ahead to donate unneeded, outdated materials in PPL basement to the Pawlet Historical Society sale. The board approved.

Book Sale Work Plan

The book sale team meeting is deferred until next week.

Adjourned: 9:00 pm.

Next meeting: July 2, 2019

Minutes submitted June 10, 2019 by Secretary Sally Caras.