

FITCHBURG PUBLIC LIBRARY  
BOARD OF TRUSTEES  
July 8, 2020

FITCHBURG PUBLIC LIBRARY  
610 Main St., Fitchburg MA

Trustees present were: Matthew Bruun, Robert Favini, Joanne Huse, Cynthia Jones, and Michael Phaneuf. Others present were Director Sharon Bernard and Assistant Director Jean Tenander.

**PUBLIC COMMENT**

There was no public comment.

**CALL TO ORDER**

The meeting was called to order at 6:41 p.m.

**APPROVAL OF THE MINUTES**

The minutes of the June 10, 2020, Trustees Meeting were approved after being amended to change Jim Walsh's title from Director to Chair under Committee Reports.

**CHAIR'S REPORT**

Acting Chair Cynthia Jones reported a few names had been sent to Chair Walsh as candidates for the Building Committee.

**LIBRARIAN'S REPORT**

Director Bernard reported that curbside pick-up, which began on June 18, was progressing well. She explained the procedure and also said that people generally followed the rules, although some approached staff and other did not wear a mask.

We are not yet doing interlibrary loans. At the moment the van service is just returning books to the owning libraries.

There followed a discussion of the various issues re-opening generated. If the Library opens there will be a question of how many people can be allowed in in one time, where the patrons will be allowed to go, how much cleaning will be done between patron time slots, etc.

The Director suggested patrons could enter through the Main St. door and exit through the Youth Library door. Given the uncertainty of the situation, having a definitive plan is impossible. The Director has been reading many comments from other libraries regarding the questions generated by returning to some sort of regular service.

**COMMITTEE REPORTS**

*Finance Committee* - Michael Phaneuf presented the trust funds financial report. Director Bernard said she had spoken with Jim Hohman who told her he was pleased with the stock and bond allocation and, although figures were down, it was not a disastrous situation. Mr. Hohman added that the investments would be volatile for at least a year.

*Legislative Committee* - Director Bernard said the Senate had approved a 115-million-dollar construction bond which would allow all the libraries on the wait list to be funded. She said there would be further discussion about the wait list as many towns and cities do not yet know what their budgets will be and the amount libraries will receive from the state is also unclear. Some libraries may be unable to move ahead

with a building project which could push forward libraries on the wait list sooner than they might be ready.

*Nominating Committee*- The vote for officers on the Board is due in September. Those interested in filling a position should tell Rob Favini. Michael Phaneuf said he would be happy to remain as treasurer, and Cynthia Jones said she would be interested in the secretary position. Mr. Favini will check with Jim Walsh and see if he wants to remain the Chair.

The Director said we are still short 3 Trustees and that it is important to add diversity to the board.

#### NEW BUSINESS

Director Bernard asked the Trustees to approve the hiring of an OPM (Owner's Project Manager) for \$15,000 using State Aid monies. The OPM's task is to protect the owner's interests and facilitate the successful outcome of the project through attention to cost, design, committee meetings, and the handling of issues that may arise. The trustees voted to approve the hiring of an OPM.

The Director said she would like to hire an independent architect to generate a realistic cost of updating the existing building. The updates and repairs include the HVAC system, insulation, wiring and cabling, leveling the auditorium floor to create a flexible more usable room, and other repairs that must be done if the building is to remain viable.

She said we are repairing things piecemeal right now. She feels it is necessary to have an actual figure for what it would cost to make the building operational so that the City could see what the cost would be. There would be no grant money from the state for strictly repairs and renovations. The Public Library Construction Program is to provide the community with the additional space needs for the next 20 years, not just to repair the building.

She said it is important that the Building Committee meet in the next month or so.

#### OLD BUSINESS

There was no Old Business.

#### ADJOURNMENT

The meeting was adjourned at 7:18 p.m. There will be no meeting in August.

Respectfully submitted  
by Jean Tenander  
for Cynthia Jones

**Fitchburg Public Library**  
**Investment Performance**  
**1/1/2020-6/30/2020**

**Investment Objectives**      **The investments comprising the Fitchburg Public Library shall be managed prudently with a primary emphasis on growth oriented securities that yield a reasonable rate of return.**

**Alice & Rodney Wallace Funds      Stocks-70%    Bonds-20%    Money Market-10%**

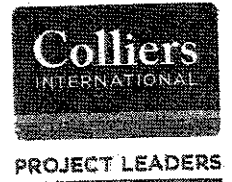
<b>Market Value 12/31/19</b>	<b>Market Value 6/30/20</b>	<b>Percent Change</b>	<b>Estimated Annual Income</b>	<b>Annual %Income</b>
\$1,223,837	\$1,161,791	- 5.07%	\$26,673	2.30%

**Other Funds      Stocks-19%    Bonds-57%    Money Market-24%**

<b>Market Value 12/31/19</b>	<b>Market Value 6/30/20</b>	<b>Percent Change</b>	<b>Estimated Annual Income</b>	<b>Annual %Income</b>
\$ 792,538	\$ 798,348	+ 0.73%	\$16,159	2.02%

	<b>TOTAL</b>			
\$2,016,375	\$1,960,139	- 2.79%	\$42,832	2.19%

	<b>12/31/2019</b>	<b>6/30/2020</b>	<b>Income Balance as of 6/30/2020</b>
<b>Restricted</b>	\$349,114.55	\$352,112.43	\$ 47,026.43
<b>Unrestricted</b>	\$443,423.34	\$446,236.00	\$ 33,216.52
<b>Total</b>	\$792,537.89	\$798,348.43	\$ 80,242.95



May 21, 2020

Sharon A. Bernard  
Director, Fitchburg Public Library  
610 Main St,  
Fitchburg, MA 01420

**Subject: Fitchburg Public Library Proposal for Additional Services  
Revised Conceptual Design and Capital Campaign Support**

Dear Sharon:

Colliers Project Leaders is pleased to offer this proposal to provide Project Management Oversight for the Revised Conceptual Design and Capital Campaign Support on the Fitchburg Public Library Project. We have developed this proposal based on our understanding of the scope of work, and general expectations garnered from our phone conversation yesterday.

Colliers has a long and successful history of providing Owner's Project Management services for similar facilities throughout the Commonwealth.

Our focus through the life of any project is to maximize the value of the project and protect the owner's interests. As a result of our processes, our clients enter projects with realistic goals, accurate budgets and feasible protect timelines.

Based upon our experience and understanding of the project, our suggested general scope of services can be summarized as follows:

**Renovation and Expansion Re-Design Oversight**

- Facilitate and attend required design review meetings. (Assume 3)
- Facilitate cost estimate review and reconciliation
- Facilitate Conceptual Design Review

**Campaign Events**

- Facilitate and attend community meetings / forums. (Assume 2)
- Facilitate and attend committee meetings (Assume 4)

Based upon the general scope of services noted above we propose a **lump sum fee of \$15,000** for the service. Fees will be billed monthly as a percentage of completion.

The above fees also do not include reimbursable expenses which are estimated to be approximately 5% of fees. Reimbursable expenses include such out of pocket costs as mileage to and from the site and meals. Most of these anticipated expenses experientially are associated with mileage and will be billed at the published IRS reimbursement rate. All expenses are billed at direct costs with no mark-ups.



**PROJECT LEADERS**

We are very excited about the opportunity to continue our relationship with the City of Fitchburg and the Public Library. Please feel free to call at your convenience at (844) 727-0055 x183 regarding this proposal or any other matter with which we may offer assistance.

Sincerely,

Kenneth J. Guyette MCPPO  
Director, Project Management  
Main +1 860-395-0055 x183 | Mobile +1 860 234 3590  
[Ken.guyette@colliers.com](mailto:Ken.guyette@colliers.com)

*Your signature in the space provided below and return of a signed copy to Colliers will signify your acceptance of the terms proposed in this letter of agreement and the ability to mutually adjust scope of services and corresponding fees if applicable at a later date. Any changes to this scope must be agreed upon in writing prior to formal modifications of the agreement as set forth in this document.*

\_\_\_\_\_  
Sharon A. Bernard  
Director, Fitchburg Public Library

\_\_\_\_\_  
Date