

FITCHBURG PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 12, 2020

FITCHBURG PUBLIC LIBRARY  
610 Main St. Fitchburg, MA

Trustees present were: Chair Jim Walsh, Matthew Bruun, Robert Favini, Cynthia Jones, Jacalyn Kremer and Michael Phaneuf. Also present were Director Sharon Bernard and Asst. Director Jean Tenander.

**PUBLIC COMMENT**

There was no public comment.

**CALL TO ORDER**

The meeting was called to order at 6:30 p.m.

**APPROVAL OF THE MINUTES** of the January 8, 2020, meeting

The minutes of the January 8, 2020, meeting were approved after two grammatical corrections were made.

**CHAIR'S REPORT**

Director Bernard and Chair Walsh met with the Mayor, the City auditor, and treasurer to discuss next year's budget.

Director Bernard has put in a request for a full time Circulation Supervisor position. It is an additional \$44,000. She also increased the materials budget to help match the 13% materials expenditure requirement in order to receive the full state aid amount. At the first budget meeting Director Bernard had asked for 3 new positions but the mayor suggested that three would not be possible. At this meeting she asked for one full time Circulation Supervisor. Both Chair Walsh and the Director explained the importance of having a circulation supervisor to the City representatives. At present Ashley Kenny, Head of Public Services is supervising the Circulation Department as well.

City Council is given the proposed budget and if members have questions they may call the head of the department in question. There are no explanations unless they call.

Director also discussed the necessity of having the windows caulked. The windows cannot be washed until the caulking is repaired because lead will be loosened.

The Trustees voted unanimously to approve the submitted budget.

Chair Walsh mentioned the future Legislative Day and a future statewide Trustees meeting.

**LIBRARIAN'S REPORT**

Director Bernard reported Massachusetts will be getting \$? more than last year from NELA (?). She also reported she had to dismiss a new part time circulation assistant.

In March Fitchburg Library will use a grant it received from Freedom's Way to sponsor the play called "We Did It For You" at the Wallace Theatre at FSU. The play portrays women's fight for suffrage told by women involved in the struggle. Staff from the Library will be involved distributing programs and with promotion.

On March 15 Kate Chadbourne, singer, harpist, and storyteller will perform at the Senior Center in a program sponsored by the Library. Our public performance spaces are inadequate for audiences over 30ish.

Director Bernard announced she will retire in December of 2021. It will mark 50 years since she began at the Library as a page. She does not want to leave half way through a building program. Not

being the Director, she will be able to sit on the board of the proposed foundation and can assist with overseeing and promoting the construction.

#### COMMITTEE REPORTS

*Finance Committee-* Michael Phaneuf distributed the report from First Financial and informed the Trustees that there had been gains across the board.

*Legislative Committee-* Jim Walsh mentioned a flyer.

*Nominating Committee-* There was no business.

#### NEW BUSINESS

Director Bernard distributed a copy of a document titled Memorandum of Understanding between the Friends of the Fitchburg Public Library and the Fitchburg Public Library. The Director said the purpose was to clarify the relationship and make clear what was expected of the Friends. It has been given to the Trustees for their inspection and will be given to the Friends at their next meeting for their opinion and discussion. After the Friends have discussed' it will be brought back to the Trustees for their vote of approval.

The Trustees voted to approve the 2020 closings and early closing dates and times. Closing will be July 3 and 4, September 5, and December 26. Early closings will be at 3:00 on November 25 and December 31 and at 2:00 on December 24.

The Trustees may eventually have to vote to use state aid money to meet the required 13% materials budget requirement.

The Director reminded the Trustees that she had asked Tappe Architects to submit an exciting prototype of the proposed changes to the Library, one that would dramatically illustrate the improvements and advantages of a remolded and enhanced building. The Trustees voted to pay Tappe out of state aid funds.

The Trustees also voted to accept the Director's Inclement Weather Policy, written to clarify that if Fitchburg Public Schools close, children and teen programs will be cancelled, even if the Library is open.

#### OLD BUSINESS

Chair Walsh said he had been in contact with Peter Reynold's assistant about the date the children's author will be available to come to the Library to contribute to FPL's history celebration. Chair Walsh said Peter Reynolds can come in May which will be perfectly acceptable. The Library will buy a number of books to give to the children. Chair Walsh is just waiting for a date confirmation so he can make an outside venue reservation if needed and begin advertising.

Freedom's Way is sponsoring a Hidden Treasures art tour of FPL. Director Bernard will lead wearing Civil War attire. We can use the brochures we already have.

#### ADJOURNMENT

The meeting adjourned at 8 p.m.

Respectfully submitted  
by Jean Tenander  
for Mary Rice Hurley

**Fitchburg Public Library**  
**Investment Performance**  
**1/1/2020-1/31/2020**

**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-72%    Bonds-22%    Money Market-6%**

<b>Market Value 12/31/19</b>	<b>Market Value 1/31/20</b>	<b>Percent Change</b>	<b>Estimated Annual Income</b>	<b>Annual %Income</b>
\$1,223,837	\$1,227,657	+ .31%	\$29,005	2.36%

**Other Funds      Stocks-20%    Bonds-60%    Money Market-20%**

<b>Market Value 12/31/19</b>	<b>Market Value 1/31/20</b>	<b>Percent Change</b>	<b>Estimated Annual Income</b>	<b>Annual %Income</b>
\$ 792,538	\$ 793,142	+ .08%	\$19,364	2.44%

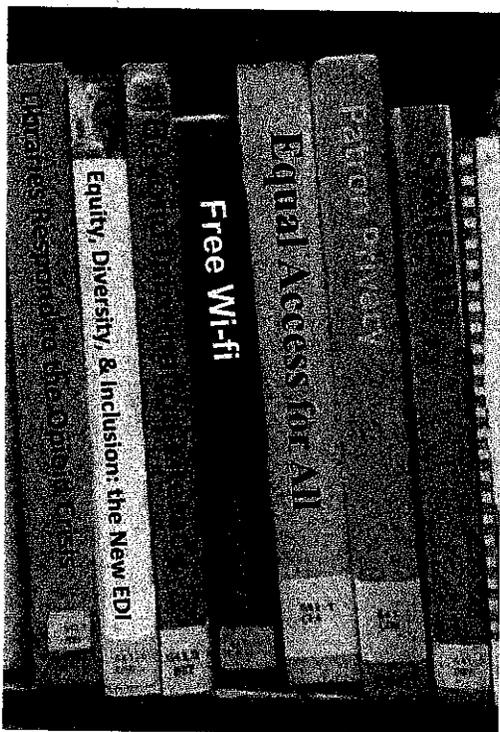
<b>TOTAL</b>				
\$2,016,375	\$2,020,799	+ .22%	\$48,369	2.39%

	<b>12/31/2019</b>	<b>1/31/2020</b>	<b>Income Balance as of 1/31/2020</b>
<b>Restricted</b>	\$349,114.55	\$351,572.14	\$ 46,878.95
<b>Unrestricted</b>	\$443,423.34	\$441,569.49	\$ 26,728.42
<b>Total</b>	\$792,537.89	\$793,141.63	\$ 73,607.37

# **YOU ARE INVITED TO JOIN LIBRARY FRIENDS & ADVOCATES FOR BREAKFAST ON MARCH 6TH AT 8AM.**

THE BIGELOW FREE PUBLIC LIBRARY WELCOMES  
LEGISLATORS AND LIBRARY SUPPORTERS FROM THE  
FOLLOWING MUNICIPALITIES:

Berlin	Fitchburg	Lancaster	Northboro	Townsend
Boylston	Gardner	Leominster	Princeton	West Boylston
Bolton	Holden	Lunenburg	Sterling	Westminster



**PLEASE JOIN US FOR A SMALL  
BREAKFAST AND PEP RALLY  
ABOUT THE IMPORTANCE OF  
LIBRARIES TO EVERYONE EVERY-  
WHERE.**

**REGISTER & MINGLE: 7:30-8:00**

**PROGRAM: 8:00-9:00**

**LIBRARY TOUR: 9:00**

**RSVP: 978-365-4160 OR**

**MMUELLER@CWMARS.ORG**

Breakfast funded by the Central Mass Library Advocates

Bigelow Free Public Library • 54 Walnut St. • Clinton, MA 01510

## Memorandum of Understanding between the Friends of the Fitchburg Public Library and the Fitchburg Public Library

The following will constitute an operating agreement between the Friends of the Fitchburg Public Library (Friends) and the Fitchburg Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Fitchburg Public Library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501 (c) (3), organization, however, it is a legally distinct entity and is not a part of the Library.

**The Library** agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

**The Library** agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

**The Library** agrees to supply the Friends with a "wishlist" twice a year that indicates the anticipated needs for Friends support.

**The Library** agrees to provide the Friends with staff support to assist them with meeting coordination, and Friends promotional materials.

**The Library** agrees to provide public space for Friends membership brochures and promotional materials.

**The Library** agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

**The Friends** agree to publicly support the Library and its policies. The Friends agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

**The Friends** agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

**The Friends** agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

**The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

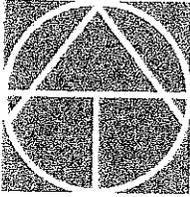
**The Friends** agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

## INCLEMENT WEATHER POLICY

Library closures are posted on our website and Facebook page as well as sent to local news sites. We do not automatically close when school is called off. If there is a weather-related early dismissal chances are the library will be closing early as well and all programs would be cancelled.

When the Fitchburg Public Schools are closed, children and teen programs on that day will be cancelled for the safety of the children and the teens even if the library is open.

Whether or not adult programs are cancelled will depend on the presenter unless the library is closed in which case all programs will be cancelled.



**TAPPÉ**  
ARCHITECTS

TAPPÉ ARCHITECTS, INC.

*Principals*

CHARLES M. HAY, AIA  
JEFFREY M. HOOVER, AIA  
CÉSAR DEDIOS, AIA, LEED AP  
CHRISTOPHER D. BLESSEN,  
AIA, LEED AP

*Associates*

JENNIFER M. LITTLEFIELD,  
AIA, LEED AP  
MATTHEW BARNHART

*Principal Emeritus*

A. ANTHONY TAPPÉ, FAIA

02/04/2020

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

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

As requested, we are providing you with a proposal for services related to renderings for a revised Conceptual Design.

We understand you are interested in a comprehensive redesign that takes into account the additional property that has been allocated to the project (parking lot to the south), and the elimination of the existing children's wing as a candidate for re-use.

As part of re-visiting the design approach we should work with the Library to review and re-affirm the program.

In addition to deriving a new design concept, you will need compelling graphic material accurately representing the updated intentions (as opposed to the design in the MBLC construction grant application) These materials will be for upcoming the capital campaign to be launched once you have registered the capital campaign foundation as a 501c3 (approximately a year-long process). We suggest a series of renderings that can be integrated into an interactive set of updated floor plans that will allow viewers to select a place in the plan from which to observe future library activities in the form of a sketch. We also suggest creating a short video based on our production of "What Do We Need Libraries For?" and present it as "Why Does Fitchburg Need a Library Expansion in This Day and Age?"

The timeline for developing a revised concept with marketable graphics as deliverables would be in parallel with that registration process.

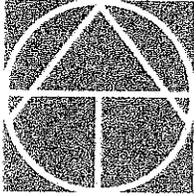
For these services we propose the following additional services fee:

• <b>Program Review</b>	\$2,000
• <b>Renovation &amp; Expansion Re-design</b>	
Initial Design Concept	\$11,520
Prep for & Attend Review Meeting	\$1,600
Update Revised Design	\$8,640
Prep for & Attend Review Meeting	\$1,600
Finalize Conceptual Design	\$4,320
Prep for & Attend Review Meeting	\$1,600
Construction Cost Estimate	\$7,500
• <b>Campaign Materials &amp; Events</b>	
6 colored pencil/watercolor renderings	\$6,000
Interactive content and video	\$4,500
Prep for and attend 2 community meetings/forums	\$2,000
Prep for and attend several committee meetings	\$4,000
• <b>TOTAL</b>	<b>\$55,280</b>

TEL 617 451 0200  
FAX 617 451 3899

WWW.TAPPE.COM

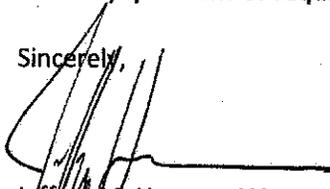
SIX EDGERLY PLACE  
BOSTON, MA 02116



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ARCHITECTS

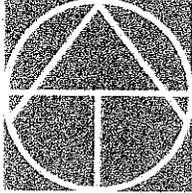
Thank you for soliciting our continued participation. Please feel free to contact us if you have any questions or require additional clarification or supplemental information.

Sincerely,

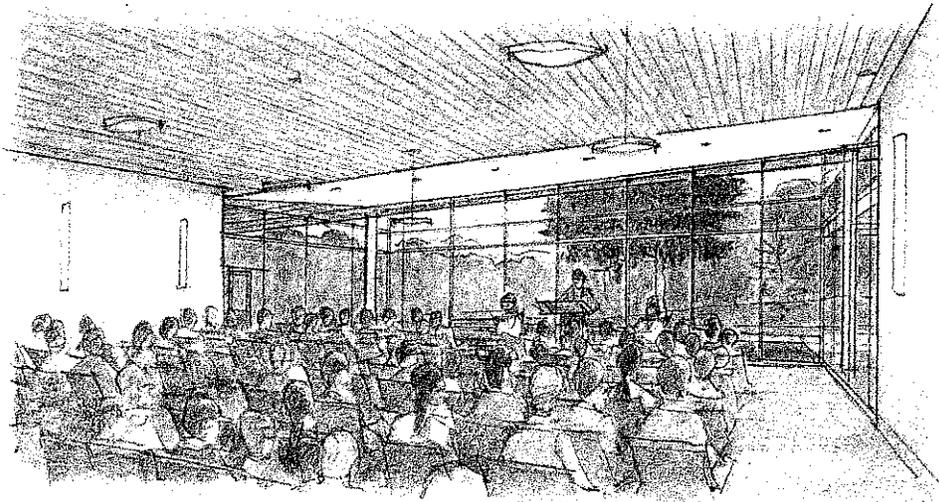
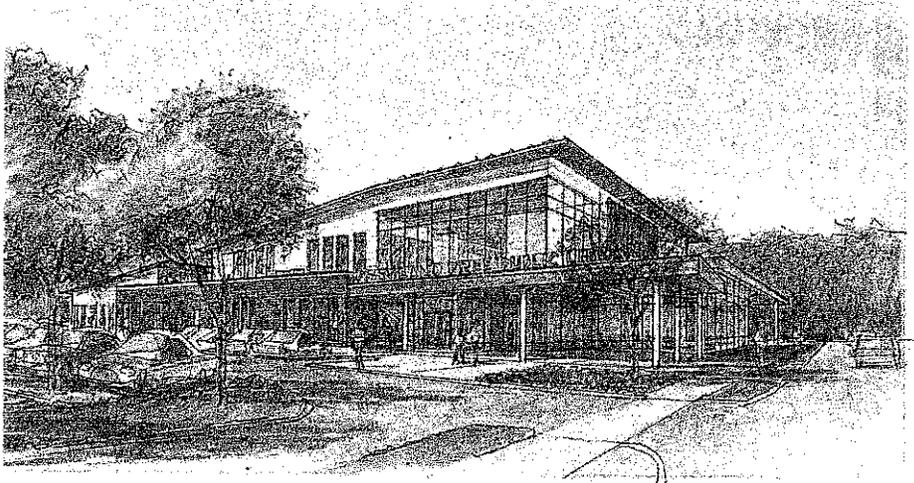
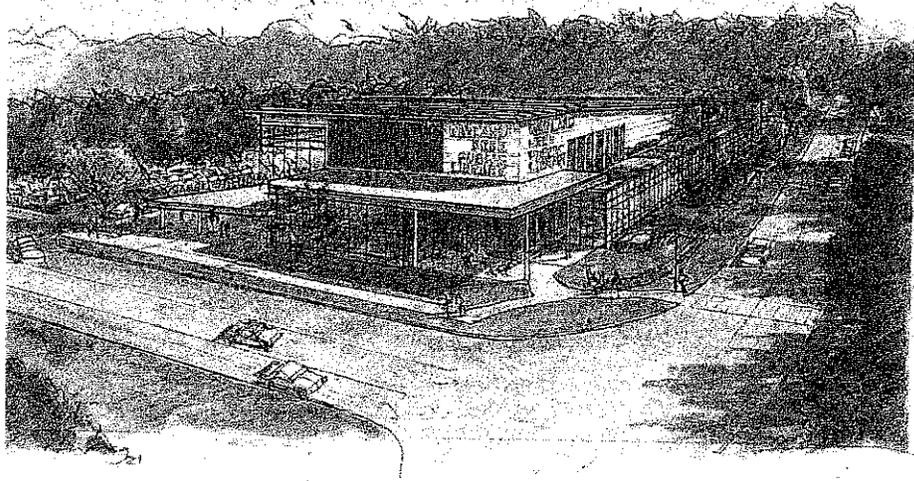


Jeffrey M. Hoover, AIA  
Library Design Director  
Principal, Tappé Architects Inc.

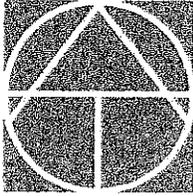
Attached: Sample Images



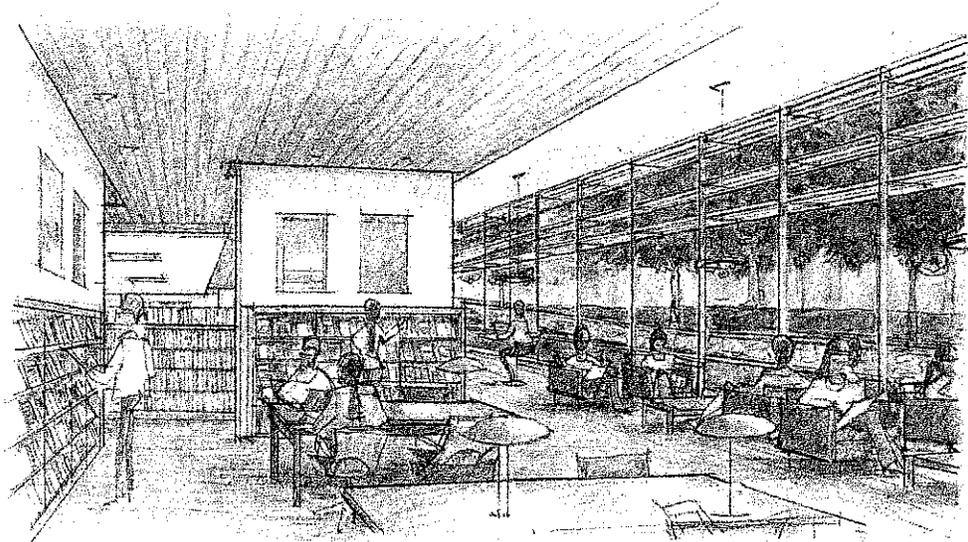
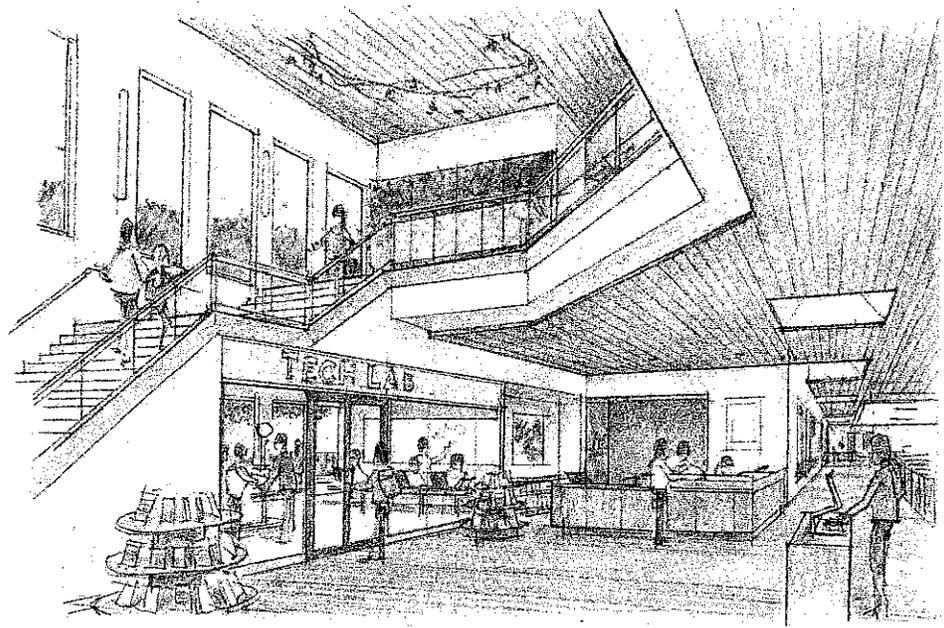
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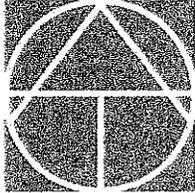


Sample Images



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