# MARLBOROUGH LIBRARY MEETING MINUTES

**Project:** Marlborough Library  
**Location:** Marlborough, MA  
**Meeting Date:** July 16, 2020

**Time:** 6:30 PM  
**Meeting Location:** Teams Conference (Remote)

**Meeting:** 10  
**Report By:** Alicia Monks

| **Attending:** | Scott Parmenter, City IT Department  
| | (hosted the meeting)  
| | Wilson Chu, Asst. City Clerk  
| | Mallory Demyt, LLB Architects  
| | Tom Gatzunis, Daedalus Projects  
| | Alicia Monks, Daedalus Projects  
| | Margaret Cardello, Library Director  
| | Andy White, Facilities Supervisor*  
| | John Irish, City Councilor*  
| | Dennis Cavanaugh, Community Member*  
| | Samantha Khosla, Library Trustee*  
| | Tom DiPersio, City Engineer*  
| | Tom Abel, Library Trustee*  
| | *Voting Committee Member  
| | Steve LeDuc, Community Member*  
| | Vinny Farese, Community Member*  
| | Steve Kerrigan – City Clerk*  
| | | R. Drayton Fair, LLB Architects  
| | | Mark Gibbs, City IT Director  

| **Absent:** |  
| | Mark Gibbs, City IT Director  
| | Vinny Farese, Community Member*  
| | Steve Kerrigan – City Clerk  
| | R. Drayton Fair, LLB Architects  
| | Tom DiPersio, City Engineer*  
| | John Irish, City Councilor*  
| | Tom Abel, Library Trustee*  
| | Samantha Khosla, Library Trustee*  
| | Dennis Cavanaugh, Community Member*  
| | Andy White, Facilities Supervisor*  
| | Margaret Cardello, Library Director  

## Item 10-1 Meeting Minutes
Andy White made a MOTION to APPROVE the June 10, 2020 meeting minutes. Samantha Khosla SECONDED the motion.

Roll call vote: Andy White, John Irish, Samantha Khosla, Tom Abel, Tom DiPersio, and Vinny Farese were all in favor. Motion was unanimous.

## Item 10-2 Director’s Update
- The library been working with LLB to refine some of the interior details like the Circulation, Reference and Children’s desks.

- There was a meeting with Andrea Bunker from the MBLC to review the Design Development drawings. There were some helpful suggestions discussed.

- The MetroWest Daily News printed an article based on outdated information stating the library would be moving to the Walker Building soon. This has caused confusion for the patrons. The staff continue to work to relay the accurate information.

## Item 10-4 Cost Estimate and Budget Review
Alicia reviewed the project budget and recent Design Development estimate. The project is on budget if not the tiniest margin under budget.

Assumptions that were included into the estimate include:
- $100,000 for unknown ledge. Even though the borings indicate there will be minimal ledge, historically there is large amount of ledge in construction projects within the City.

APPROVED
- $250,000 to rebuild the currently concealed window at the Carnegie. Existing evidence suggest very little of the original window remains. It was agreed that a complete historic replication would not be financially appropriate. LLB will come back to the Committee with window simulations options and an estimate of costs. There was a suggestion that photos accompanied by a story of the window be posted at the interior of the library adjacent to the window.

A MOTION to APPROVE the Design Development project budget as presented, thus allowing LLB Architects to proceed with Construction Documents, was made by Tom DiPersio and SECONDED by Andy White.

Roll call vote: Andy White, John Irish, Samantha Khosla, Tom Abel, Tom DiPersio, and Vinny Farese were all in favor. Motion was unanimous.

### 10-3 Design Review
Mallory reviewed the latest refinements made by the design team.

The designs of the Reference, Circulation and Children’s desks were reviewed. The design for the Young Adults Room and Children’s Room were reviewed including the floor finishes and lighting plans. The plan to refurbish and reuse the mid-century modern furniture primarily in adult area was discussed.

The main stair design was shared which includes a bench area.

### 10-4 Schedule
A 75% Construction Document set will be cost estimated this fall. It is anticipated that LLB will wrap up the Construction Documents in mid-November. This drawing set will then wait until the Mayor's Office authorizes the Committee to proceed with the bidding and construction process.

### 10-5 Adjournment
The meeting was ADJOURNED,

The next meeting will be August 13, 2020 at 6 PM at the library to review exterior material options.