

**BOARD OF TRUSTEES SPECIAL MEETING – CAPITAL PROJECTS**  
**MINUTES FROM MEETING DECEMBER 13<sup>TH</sup>, 2021**

Gemma Tansey, President  
Mary Ellen Guarini, Vice President  
Robin Donovan, Secretary (via phone)  
Anita LaSpina, Trustee  
Sam Pinto, Trustee

Tara Lannen-Stanton, Director  
Jill Brennan Lessard, Admin Asst  
  
ABSENT WITH NOTICE:  
Ralph Madalena, Attorney

- I. *Call to Order by President Gemma Tansey @ 2:02 p.m.*
- II. *The Pledge of Allegiance was recited by all present.*
- III. *Approval of Minutes from 11/15/21 was motioned by Trustee LaSpina, seconded by Trustee Guarini, and unanimously approved.*
- IV. *Public Comment (limited to three minutes per person) – please refer to the meeting audio to be posted on the Library’s website for Public Comment.*
- V. *Old Business*
  1. *First Floor Renovation* – the Director’s presented her overview of the project as a whole, including a tentative budget, possible grants and/or external funding, sample time line, continuity of services, etc. She advised that Design Advocates (the NFP organization that has been working free of charge on the renovation design) will be doing a ½ hour presentation (20 minute presentation, 10 minutes for questions) at the January 2022 Board meeting, at which time they will take feedback from the Board. If the Board then votes to approve funding for the project, Design Advocates will incorporate their feedback to create a final architectural plan, which would become part of the bid specifications to find a contractor to do the work.
  2. *Land Purchase* – as the land is currently only available as “build to suit”, the Board is not going to pursue the purchase further at this time.
- VI. *Public Comment – all other items (limited to three minutes per person) – please refer to the meeting audio to be posted on the Library’s website for Public Comment.*
- VII. *Executive Session* – there was no Executive Session.
- VIII. *Date and Time of Next Meeting is Monday, January 24<sup>th</sup>, 2021 at 2:00 p.m. – was motioned by Trustee Tansey, seconded by Trustee Pinto, and unanimously approved.*
- IX. *Adjournment* – the meeting was adjourned at 2:49 p.m. **Motioned by Trustee LaSpina, seconded by Trustee Tansey, and unanimously approved.**

**PLEASE NOTE:** Audio of this meeting will be posted to the Library’s website. Transcription will be made available at a later date.