

Boxford Town Library
CHARGE TO THE LIBRARY FACILITIES BUILDING COMMITTEE

The Library Facilities Building Committee is created pursuant to a vote of the Board of Selectmen **3/6/06**. The committee shall consist of five (5) members, three (3) of which are appointed by the Board of Library Trustees and two (2) of which are appointed by the Board of Selectmen. The Library Director and the Town of Boxford Finance Director shall serve as ex-officio members of the committee.

The composition of the committee shall include one member each from the following Town Boards, Committees or Commissions: Library Board of Trustees, Board of Selectmen, Finance Committee, Facilities Maintenance Committee, and Historic District Commission. The members appointed shall possess one or more of the following qualifications:

- ability to commit the time necessary to complete the charge set forth;
- industry or professional knowledge of public construction or law or finance or preservation or engineering;
- commitment to the goals of the charge;
- ability to work collaboratively and follow through on assigned tasks, and
- effective listening and communication skills.

In the event that any one of these appointees cannot fulfill the duties of the committee, the original appointing Board shall select a replacement in accordance with the above guidelines.

The goals of the Library Facilities Building Committee are: to pursue professional assessment of the needs of the Town's library buildings in order to determine repairs and renovations needed; to prepare a cost benefit analysis of the necessary work and any alternatives to repairs or renovations, and present this information for voters at Town Meeting.

The Library Facilities Building Committee shall:

1. Appoint a Chair to coordinate meetings and oversee progress toward the stated goals. The Library Director shall serve as recording secretary.
2. Hold meetings pursuant to the Open Meeting Law, so called, MGL Chapter 39, Section 23B. Meetings shall be posted with the Town Clerk pursuant to said chapter and section, and Trustees and Selectmen shall be notified of all meetings.
3. Obtain pricing quotes for a professional to examine the structural and facility needs of the Town libraries and present this information to the voters at Town Meeting.
4. Hire and oversee said professional in fulfilling the scope of work necessary to determine the repair and renovation needs of the library facilities.
5. Develop a cost benefit analysis of repair and renovation as well as future options available to the Library and the Town, using professional assessment information as well as other appropriate input from the residents and town officials, boards, committees and commissions.
6. Present the cost benefit analysis to a subsequent Town Meeting.
7. Report activities, findings, unforeseen events and conclusions to the Board of Library Trustees, the Board of Selectmen and members' respective committees or boards on a monthly basis.

This Committee shall be dissolved at the completion of its work.