

Dewitt Community Library Minutes August 18, 2016

Present: Nina Brown, Christene Gantos, Nana Ross, Barbara MacDonald, Jill Enright, Lydia Wasylenko, Carl Austin, Mary Keib Smith, Doug Arena, Lauryn Gouldin, James Trevett

Also Present: Wendy Scott - Director, Otis DeLuca- Heuber Breuer

Excused: Miesje Havens

Absent: Shelly Field

Meeting Called to order at 5:32 by Mary.

Approval of minutes from July 2016. Carl motions to accept and Jamie seconds. All voted in favor of acceptance except 4 abstentions due to absence.

Building Project Updates: Mary- No protected bats found on the two-night observation so clearing of the new building property has begun. An update on project progress was given by Otis of Heuber Breuer. The clearing of trees has begun. Within 6 weeks, there should have been enough site preparation done to confirm that there are no environmental concerns that will prohibit building. Our environmental consultants continue to follow to help ensure that. It will take about 1 month for concrete foundation work and then they will begin erecting the steel frame. Plan to have a framed building that is water tight and with temporary heat by February. Then building can continue inside the frame during the winter. guaranteed maximum price (GMP) continues to be in line with what was estimated last December.

Facilities Committee: Doug and Jamie. There was discussion about hiring an Owner's Rep. They have talked to 2 individuals about the position. Otis has another contact who also has expressed interest. Doug and Jamie have compiled a Scope of Project sheet with job description. We are currently projecting hiring for 300 hours. Doug and Jamie will present it to the interested parties and ask for proposals of their hourly rate. Doug makes a motion to authorize the Building committee to review and accept proposals on behalf of the board and to hire to owner's rep. Jaime seconded. All voted in favor.

There was discussion of the GMP that has been presented that will need to soon be approved. Heuber Breuer can't subcontract out pieces of the job until the GMP is agreed upon. It's important to be efficient with completion of this and other business tasks in order to avoid costly winter weather delays in the project. It is recommended the GMP be approved before the regular September Board meeting.

Project costs to Date- Carl- Given the challenges of additional studies and legal fees, we are currently over budget about \$100,000. GMP is

within \$7,000 of the projected budget. The green roof and solar panels are the 2 things still not calculated into the budget. Mary will circulate the GMP proposal by email and give the board by the end of next week to provide the Design Committee with comments or questions. Christene motions that after that time, the Design Committee be authorized to approve the GMP on behalf of the board. Barbara seconds. All voted unanimously in favor.

Treasurer's Report- DCL has a favorable budget for current operations and will have a surplus. The 2015 NYState public library construction grant for \$155,000 has been awarded to us. Paperwork for the \$250,000 Senator DeFransisco grant has been submitted by Wendy. As soon as it is approved, that money will be available for construction costs. Wendy is working on 2016 NYS public library construction grant to help pay for the HVAC system. Hoping to get at least \$200,000. She will begin the process of applying for private foundation grants.

Our financing package with the bank allows for the loan of an additional \$1,000,000 for emergency shortfalls of the project.

Directors Report: Wendy –

Written Director's Report circulated by email. Current facility problems – air conditioning is down in the library and this section of the mall since the electrical storm. Doug Arena has been a valuable support, talking to the mall management to help solve this problem. A handout on the new fine policy was circulated for members to see. Will be printed for patrons.

Facilities – DCL closed on the land. Our attorney is holding the escrow and the deed. If an insurmountable problem is found on the land, the agreement is Tobin will give back the money and we won't buy. Tobin has started work on the site and staff has been trained when to call our environmental consultants to look. The issue of environmental soundness of the property is expected to be resolved in 6 weeks. Mary will circulate a schedule of the Design Team meetings so Board members have the opportunity to attend.

Nominations Committee: Nina. Nina has been elected to be chair of Nominations Committee. Article 25 of DCL by-laws states trustees are automatically resigned if they miss 3 out of 6 consecutive meetings. George Kallandar has resigned. Bob Tartakoff sent an email this week resigning. Board number is 15. We are now at 13.

Fundraising: Mary. There is a goal for Board members participation in fund donation. Grant awarding agencies sometimes ask for the amount the Board has donated. We will discuss this more at future meetings. We will also talk about board members participating on committees.

New Business: None

Old Business: None

Correspondence: None

Period for Public Expression: None in attendance

Announcements: None

Adjournment: Mary moves to adjourn at 7:08 pm.

These minutes will be submitted for approval at the September 2016 meeting.