

DeWitt Community Library Minutes for 16MAR17 - Final.

Present:

Caul Austin, James Trevvett, Max Ruckdeschel, Doug Arena, Mary Keib Smith, Lauryn Gouldin, Nina Brown, Barbara MacDonald, Meisje Havens, Jill Enright, Jaime Ashe, Lydia Wasylenko

Also present Wendy Scott, Andy Sedwick (Sedwick Business Interiors) Chad Rodger & Sarah Stertz (King and King)

Not Present - Susan Germain

A. Call to Order

The Meeting was called to order at 5:34

B. Director's Report (Library Update and Flood)

C. Flood started in food court

Compressor in the heat pump needed to be replaced – quote was \$3000

Provisions is interested – Wendy will meet with us. The manager at the convenience store in the mall interested in library

D. Presentation of Furniture choices and interior design (King and King)

Sedwick presented proposal based on touchstone. Meeting regularly with interior designer, Mary, Wendy and area specific librarians. The general "gist" of the spaces are being worked on.

Founded in Rochester – now offices in Syracuse, Ithaca and Corning

Working for design and feel for the purpose and function of each space

Private offices: L shape, some U shape with filing underneath and handing storage, task light – guest chairs are optional. Seating package includes diagnostics and repairs

Staff work area is multi function (marker boards, take boards – very mobile)

Coat trees – free standing

Task seating two options – staff go to try samples

Small meeting rooms

Rectangular and round options depending on the space

Chairs and stackable, roll able and are under warranty

Large Meeting rooms – flip top table – specially designed to stack and fit in the storage area

3 Chair options

Lounge area – Bernhart design

Comfortable durable, stain will match

Laptop table that works with multiple different chairs

Will there be chairs that are more accessible

Mobile reference desk – affordable

Wider chairs – could accommodate parent and child

Teen Space

Mit chair – mobile when no one is seated

Hermann Miller public – chair table combo with power

Some modular seating

Wall mounted counter for computers

Children's Area

Floor pads

Computer table with poofs/ottoman like seating

Children's meeting room same fold up tables, large stackable chairs and small stackable chairs

Fabric – Lydia expressed concerned regarding cleaning - vinyl is being discussed

Lauryn asked about Wheelchair accessibility, we have more children that need accessibility than adults using the library

Maker space Flip top tables (castors will lock so the tables won't slide)

Stools and Chairs

Mobile storage – also need lockable

Carl – are we at the stages where we know quantities – yes – the next step is finishes and textures

Lisa is the design consultant from Sedwick

Carl - What is the lead time for the furniture

Desking and chairs 4-6 weeks

Lounge can be up to 12 weeks depending on fabric choices

We are encouraged to come to the showroom and check it out

Lydia – do you provide ergonomic advice. Yes. Are the table/desk adjustable – they can be. Is stand up desk and option?

Someone from Sedwick will be there to help adjust seating

Jaimie – will there be task lighting – yes LED task lighting

Carl – how are we doing with the budget – we are doing well, get state purchasing price

Lounge pieces need to be order by May

Sedwick will handle storage prior to deliver. Project manager will oversee all installation.

Mary – has there been anything specific discussed for the “between the stack” alcoves. Sara - Should look at smaller and mobile

Miesje – we need arms for seniors. There are two lounge options

Lydia – will there be more tutoring type tables around – Wendy – we are hoping most tutoring will be in the small meeting rooms

Sara showed the adult area – 10 computer work stations and several tables

There is room for discussion

Only adult rocking chairs

Mary – Sara has been working on colors and patterns – Cassy can give us a review of the finishes combined with the furniture

100 West Court street is the showroom room/warehouse

Mary – email her if you have follow up questions. They will be forwarded to Chad and Sara

The rock pillows are still in play. Cleaning is the issue

Movers tentatively scheduled for August

Hard open September 1st

Library will be closed 1-2 weeks

Shelving timeline is better than originally planned

We will want to do a donor party preview

E. Approval of Minutes February 16, 2017

Move to approve - Max, Lydia

2 abstained

Second

F. Treasurer's Report (Carl)

Draft copy of the report. Wendy will provide a copy of the 990 if we want it

Page 1 – required communications

Page 2 – nothing new

Page 3 – so far so good

Should have an understanding of the report

Financial position – ship away from investments as we build –

2.6 million into the project

Liability – payables up

Shifted to restricted to building which is unrestricted

Operating statement - all was as expected. We don't see changes after the audit

Up half a head

Fundraising

Sign. Increase in assess through grants

Support services – year over year

Management Recommendations

One check went out unsigned and the bank cashed

FDIC – not really necessary as the cash is going down

Separate account for construction expenses – not really necessary as checks through the bank loan – will come from the bank directly

Big bill from Huber

Deadline for litigation is end of March

Feb – very close to budget – under on periodicals and on labor

No surprises on construction – winter cost is less

G. Committee Reports

Nominations: scheduling of orientation – Wendy has been ill – new date will be sent

H. Old Business – Sweet Praxis – sent samples Jamie approached them for drop off services, a case with their stuff, We cut them a check and sell it

Vegan and gluten free, they have coffee by Recess coffee

Special coffee maker,

Provision is interesting in staffing

Staffing via volunteers is an issue, then you get into issues of money and sanitary regulations

Mary - Still thinks there should be a separate committee for Café

Avoid tree nuts and peanuts

Ideally there is an organization that takes over the space

Jamie talked to another couple that owns a restaurant School and Vine – they were reluctant

Lydia – when the café opened in Bird it is the busiest on Campus

Jamie – it is a catch 22

If the guy upstairs is interested

Smaller donations for families and kids – needs to be discussed – Amphitheater bricks, benches, patio out back

I. New Business

J. Friends' Report

K. Correspondence

L. Announcements

M. Period for Public Comment

N. Adjournment

Motion to adjourn at 7:00 Mary, Doug 2nd

These minutes will be submitted for approval at the April meeting.

These minutes were approved at the 27 April Board Meeting.