

**Minutes of The David A. Howe Library
Board of Trustees
July 14, 2014**

Present: Donald Comstock, GERALYN Murphy-Gough, William Joy, Janice Porter, Roxy Schmidt, Connie Synakowski, Voni Walker, and Michelle LaVoie

Absent: Mark Finn and Dan Guiney

Call to Order: President Donald Comstock called the July 14, 2014 meeting to order at 7:30 AM.

Special Presentation: Today's meeting began with a presentation from Scott Derby representing Smart Edge Technology, the company the Board has selected to complete the preliminary HVAC renovations. Scott told the Board that his company's Phase 1 goals are:

- to keep the cost of asbestos abatement and removal as reasonable as possible by abating only those areas of the building where safety is a factor
- to restore much-needed ventilation in the building as soon as possible
- to test the integrity of the existing pipes to determine the scope of the project

Scott advised that the Board needs to make a decision about whether to use Stohl Environmental (or another State approved contractor) or to put the abatement project out to bid before Phase 1 can begin. SmartEdge will contact LaForge to inquire as to whether or not they are a state-approved contractor. If they are, they will share the scope of the current abatement needs with them so that they can put in a bid.

Once the results of testing the pipes are known, Phase 2, the design and engineering of the project can begin. Smart Edge will be able to supply the Library with firmer budget figures for the remainder of the project once the scope of the work has been determined.

Scott also recommended that the Board undertake Phase 3A if it is financially feasible. Phase 3A involves installing 2 new hot water

boilers to service the air handling units. Doing so will allow the Library to avoid using the big steam boiler until outside temperatures are very low.

Michelle has secured STLS grant money that will cover half of Phases 1 and 2. She also has a small grant for \$20,000 originally intended for two small furnaces to heat the auditorium. This money can be re-directed toward a relevant part of the HVAC project.

The Board continued its discussion of the project following the presentation. Janice Porter moved to contract Smart Edge Technology for Phases 1 and 2 of the project. Roxy seconded the motion and it passed unanimously.

The Board also approved that the Finance Committee meet on Monday, July 21st at 7:30 AM to discuss moving some money out of the endowment fund and possibly into a Money Market account to establish a Capital Project fund. They will bring a recommendation to the Board at our next meeting.

In the absence of Dan Guiney, Connie Synakowski moved to add Voni Walker to the Finance Committee. Roxy Schmidt seconded the motion and it passed unanimously.

Discussion and Approval of Minutes: Motion by Don Comstock and seconded by Janice Porter, to approve the minutes of the June 7, 2014 meeting. Motion carried.

Director's Report - Discussion on the following items:

Doug Reed continues to work on installing the lighting on the front of the building. He is concerned that the front walk may still be too dark in winter. After some discussion the Board agreed to apply the grant money originally designated for the lights on the front walk, to interior fire safety lights. Consensus was that the safety lighting was a more pressing need.

Michelle reported that she has closed out the 2012 New York State Construction Grant and submitted the 2014 grant last Friday.

Doug Reed is not interested in the part-time maintenance supervisor position at the Library. Michelle will post the position description in several places. The posting will read that pay will be commensurate with experience.

The Library has received 4 bids for the Directors and Operators insurance policy. Bob Walker has volunteered to come to the Board to educate us about the nature of such policies and to clarify what our options might be.

CPA Elizabeth Schiralli has completed an audit of the Library's financial statements and made several recommendations to limit the Library's potential liability. The Finance Committee will meet to discuss her recommendations, especially the current budgeting practices regarding transferring money from the endowment account, and how they can best be implemented.

From the auditor's report discussion arose about a parcel of land that was bequeathed to the Library in the Lillian Allen estate. Don believes the Library only owns the mineral rights attached to the property, but will check into it. The Board speculated that the mineral rights might be a source of revenue for the Library if fracking becomes a reality in New York State.

The Balloon Rally Committee has contacted Michelle about purchasing a canopy for the Library terrace. The Board needs more information before it can make a decision about feasibility.

The Board voted to change our August meeting date to July 28th at 7:30 AM in order to accommodate Michelle's vacation.

Committee Reports:

There were no committee reports.

New Business:

Adjournment:

Connie Synakowski made a motion to adjourn. Voni Walker seconded. The meeting was adjourned at 9:25 AM.

Respectfully submitted,

Connie Synakowski,
Secretary