

**Minutes of The David A. Howe Library
Board of Trustees
March 10, 2015**

Present: Donald Comstock, Mark Finn, GERALYN Murphy-Gough, Ed Pekarek, Janice Porter, Connie Synakowski, Voni Walker, and Michelle LaVoie

Absent: William Joy and Roxy Schmidt

Call to Order: President Donald Comstock called the meeting to order at 7:33AM.

Discussion and Approval of Minutes: Motion by Mark Finn and seconded by GERALYN Gough to approve the February 10, 2015 minutes. Motion carried.

Director's Report – Discussion on the following items:

- Michelle reported that she had checked with Brian Hildreth to see if the decline in circulation statistics was specific to Wellsville or if it were a national trend. Brian reported that there is a national decline in public library circulation, and he also believed the severe winter weather, and cuts to acquisitions were factors.
- Risers have been purchased for the Auditorium so the library will no longer need to borrow them. They were purchased with a generous gift from Mike Jackson at Otis Eastern.
- Michelle reported that the retirement party for Lois Bulger last Saturday was a great success. Many well-wishers from the public, the press, and volunteers from the Friends attended.
- Don Comstock reported that during the power outage the back-up lights failed to come on in parts of the library. Michelle said that she has been trying to contact Doug Reed to finish working on installing the emergency lighting.
- Janice Porter noted that the lack of emergency lighting on the interior stairs could be a safety issue and recommended purchasing battery operated stair lights. Michelle said she would look into it.
- Michelle reported that she had researched purchasing a security camera that could be trained on the exterior back stairs and the cost would be \$891.52. The Board decided that the single issue which had occurred in the parking lot was not a serious enough reason to spend the money at this time. Connie Synakowski suggested perhaps the Friends might be interested in donating the camera.
- Michelle contacted the Dormitory Authority to pursue the idea of acquiring financing to help reduce the cost of the HVAC project and also address the need for handicapped accessibility to the library. As it turns out, the fees associated with DASNY funding make applying prohibitive.
- Michelle spoke to Jim Barnes about the cost of installing an elevator in the library at some time in the future and Jim gave an estimate of \$65,000.
- Michelle reported that Eric Nichols has been hired as the new Teen/Tech Coordinator and will begin work next week. He was hired at a salary of \$30,000 with a single health care plan. Michelle also reported that the search committee

has “narrowed” the field of candidates for the Head of Children’s Services to 12. After these brief interviews the committee hopes to reduce the number to 3-5 for a second/final interview.

- Michelle also reported that Tom Grimes has replaced Daryl Ordiway as custodian.

The Board suspended its regular meeting at 8:00 AM to hear a presentation from Smart Edge Technology personnel. They reported on work done to date on the HVAC project, and shared findings and recommendations for future work. Jim Barnes, in his role of Clerk of the Works, was also present.

Smart Edge reported:

Phase I

- 1) The assessment and labeling of asbestos throughout the building is complete with the exception of the boiler room and tunnels
- 2) They have replaced the dampers on the air handling units so they are now able to bring in outside air
- 3) They have installed temperature controls and variable speed drives

Phase II-Design

- 1) They are recommending a hybrid heating and cooling system that uses a combination of hot water and steam
- 2) The original steam boiler will be replaced with 2 smaller hot water boilers and a smaller steam boiler. The more efficient hot water boilers will supply heat to the central core of the building through the air handling units and the steam boiler will provide heat to the perimeter radiators under the windows.
- 3) The perimeter loop will remain steam
- 4) The existing piping has been tested and the steam supply lines are in good shape
- 5) The condensate (return) lines will need some repairs but they are generally alright
- 6) To add a cooling system to the auditorium, the Library will have to upgrade its electrical service from 400 to 600 amps.

After discussion, questions and answers, the Board asked Smart Edge if they would make budget proposals for three phases: 1) heating for the whole building, 2) cooling for the main library, and 3) cooling for the auditorium. Several Board members feel that cooling for the auditorium is not a major need, but dehumidification is. Smart Edge personnel and the design engineer agreed to look into other options that would address those issues. Don Comstock raised a question about whether there is a need for the existing duct work to be cleaned. Jim Barnes thought that there had been enough cost-saving in Phase I that duct cleaning might be added to that phase using a change order and without additional cost. Smart Edge agreed to look into that possibility.

Ed Pekarek moved to go into executive session to discuss whether to accept Smart Edge's design proposals and hire them to undertake Phases 3 and 4 of the HVAC project. Connie Synakowski seconded and the motion carried.

Upon returning to regular session, Jim Barnes, acting as the Library's Clerk of the Works, announced that the Board had passed two motions during executive session. 1) The Board approved having Smart Edge prepare time and material guaranteed maximum price proposals for the Board's consideration on Phase 3 (boiler replacements), Phase 4 (library AC), Phase 4 (auditorium AC) or Phase 4 (auditorium dehumidification); 2) The Board authorized Jim Barnes to negotiate the costs, terms and conditions of the work to be done during Phases 3 and 4 with the priority of hiring local sub-contractors whenever feasible.

Michelle LaVoie expressed her concern about how best to incorporate elements of the Phase III work into the existing \$38,000 auditorium heating grant so as not to lose that money. The deadline for completing the work within the parameters of the grant is June 30th. Several options were discussed with Smart Edge. Smart Edge personnel agreed to come back to the Board as soon as possible with ideas for how best to incorporate upcoming work into the grant and with an option for dehumidification of the auditorium that may or may not include air conditioning.

The Board resumed its regular session at 8:55 AM.

- All of the revisions to the Personnel Policy are complete. Michelle will conduct an e-vote for Board approval.
- The Administrative Committee will meet with representatives from the Balloon Rally Committee to discuss the Board's concerns after last year's events and work with them to come up with solutions for the future.
- Don Comstock noted that although Roxy Schmidt had to be absent from today's meeting, it is officially her last. Discussion followed about finding a replacement trustee to fill Roxy's seat. Don agreed to contact Dan Guiney to see if his health has improved to the point where he would like to return to the Board.

The Board agreed to table the rest of the items on the agenda until next month.

Committee Reports:

Friends Report:

Old Business:

New Business:

Adjournment:

Janice made a motion to adjourn at 9:03 AM. Don Comstock seconded. Motion carried.

Respectfully submitted,

Connie Synakowski,