

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, Marty Nealon, Kathryn Shattuck, Kris Haberman (via Zoom), Yvonna Kopacz, Sarah Buterbaugh, Maria Gagliardi and Debbie Firestone, recording
GUEST: Michael Esmay, Architect

Marjorie called the meeting to order at 7:09pm

Marty moved to approve the meeting minutes from the 2/09/2022 meeting. Kathryn seconded. All in favor.

Marjorie moved to appoint Yvonna Kopacz to the board to fill out the remaining term of Andrew Goffe's seat ending December 31, 2025. Kathryn seconded. All in favor.

Sarah moved to remove Andrew Goffe as a signee on the Webster (Sterling National) Bank Account and remove Andrew Goffe and Margaret Cook on the Royal Bank of Canada Account. Marty seconded. All in favor.

Sarah moved to add Paul Joseph Riccobono, Kathryn Shattuck Papay, and Marty Nealon as signees on the Webster Bank Account and the Royal Bank of Canada Account. Kathryn seconded. All in favor.

Paul Riccobono joined the meeting at 7:19pm

NEW BUSINESS:

- After discussion of the possibility of adding a debit card we will look into the option of using Zelle for the vendors where late fees have been incurred.

Paul Riccobono left the meeting at 7:22pm

Kathryn moved to approve the 2021 Annual Report to New York State as presented. Sarah seconded. All in favor.

Sarah moved to approve the Report to the Community, with a revision that would break out the Capital Expenses on the Financial Report. Mary seconded. All in favor.

Maria introduced Michael Esmay as an architect who has worked on many library renovations and additions, including this library back in the 1990's which doubled our square footage.

Michael began by recounting the details of the feasibility study that he did before our last project in 2006. The list of needs the library presented him with included (in order of importance):

- Add a community room (including a toilet and kitchenette)
- dedicated space for local history
- additional storage space
- dedicated young adult space
- youth librarian desk
- add display space
- a drinking fountain.

Michael then went down the list of needs currently presented with (in order of importance):

- construct a children's room expansion with the main goal being elimination of flooding (to include space for story hour and play, a youth librarian desk and dedicated tween space)
- dedicated space for young adults
- space for the Local History collection
- additional storage
- move the reference librarian
- improve the existing community room (enlarge, raise roof, change lighting)
- add display space

Michael indicated that any further changes to the library would be non-conforming and would therefore require a variance. He mentioned that most surrounding properties are also non-conforming as well and did not think acquiring a variance would be an issue.

- If the building were expanded, any changes to the remaining property would need to be grass or garden, not paved in any way.
- The larger of the two proposed additions would be to the existing children's room. It would extend the existing building 12'. Removing the exterior door from this space would be a good step toward eliminating a water pathway into the building. This addition would have a second story, which could serve as a dedicated young adult space.
- This addition would require rerouting of the existing drainage previously installed beneath the ground to help keep water away from the building.
- The second proposed addition would be just outside of and above the current Director's office. It would add outdoor enclosed storage for recycling bins and an interior storage area accessed from the Director's office. Above those spaces, would be a cantilevered space (to mirror the other side of the building) that would house Local History storage space and an ADA compliant bathroom.
- He proposed moving the reference librarian into the older fiction room, but upon revisiting the library tonight was rethinking that decision.
- The Community Room would receive a lighting change and the addition of a kitchenette and a storage closet taken from existing interior space.
- An estimate for all of the proposed work was in the \$250-\$300k range and would be easily phased if the library didn't want to take on the entire project at one time.
- Michael will check with an engineer he knows to see what work and cost would be involved in solely addressing water remediation without any other changes or additions to the building.
- First step if we decided to move forward would be to get a variance, which could be obtained with the plans he left for review.

Michael left the meeting at 8:15pm

After much discussion, it was decided that a special meeting would be scheduled in the beginning of May to further discuss thoughts on this presentation and project. This would be scheduled after Paul and Kris had a chance to come in and look at the plans Michael left.

LIBRARIAN'S REPORT: by Maria

- We had two part time circulation clerks resign
- All trustees have completed the Sexual Harassment Prevention Training and all scored 100%!
- We are having the Springfest event on the Saturday before Mother's Day. The Community Center Plant Sale is the same day and we hope that having 2 events on the same day will generate more interest and benefit both.
- Children's circulation is up 10-15% from 2019, while adult new nonfiction is in a downturn. We are taking a closer look to see if we can make any changes. Maybe we need to reduce the book budget and push more funds toward eBooks.
- Sunday attendance was up a little in February and March, probably due to a collaborative Scavenger Hunt conducted with the school and other libraries for the school's annual PARP (Pick a Reading Partner) program.
- On 4/20 there will be a public hearing at the Blauvelt Library for public questions regarding the school referendum vote. The vote is on 4/28 at all 4 of the libraries and everyone needs to vote.
- RCLS IT and ILS Agreement update: Whatever changes are made by RCLS regarding their offerings, the same RCLS staff and management will be present, so whatever shortcomings previously existed, they will most likely remain. We have met with 2 other companies who provide IT service and support. One is a smaller company and the other is much larger, who we already work with on our copier leases. We would probably need to make a one year commitment to sign on with either. Work on this issue continues as we move toward a decision date of June 30th.

Financial Report : by Marty

- The 2022 budget can't be finalized until the audit is approved.
- We increased our funding request on the from SOCSD referendum, which will be voted on in April. Everyone needs to vote!
- Our funding from the town of \$389k has already arrived this year and spending is in line with the proposed budget so far this year, including the Restricted Accounts.

Building Report: by Maria

- 2023 Cash Statement was prepared to show what cash would be available for a construction project after all other restricted purposed money has been set aside. The total available cash would be \$211,615. If we did move ahead with any kind of construction project, we would be able to apply for grant money and receive up to 50% of the project cost.
- Windows are coming in April so that work should be completed soon.
- We are replacing the light bulbs in the Schoolhouse fixtures from fluorescent to LED.
- The flat portion of the roof needs to be replaced. We have reached out to Quatrocchi Roofing, who has responded and has us on their radar.

Chartered Service Area Update:

- This is moving at a very slow pace as these employees are all still working from home and don't have access to all of the resources needed to keep this on track.

Long Range Plan reviewed by Maria, was adopted in 2019 and needs to be reviewed annually.

Highlights of progress made on this plan are attached to these minutes as presented at the meeting.

A meeting will be scheduled for the Sustainability Committee to meet.

Sarah moved to close the meeting at 9:00pm.

The next regular board meeting is scheduled for Wednesday, June 1st at 7:00pm