

**S. WHITE DICKINSON MEMORIAL LIBRARY**  
**TRUSTEES MEETING**

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**DATE:** Tuesday, Feb. 8, 2022 via Zoom meeting 847 8779 8879

**TIME:** 6:00pm

**PRESENT:** Bob Smith, Chair; Bob Klinger, Sheila Powers, Megan West, Cynthia Allen, Cyndi Steiner, Library Director

**ABSENT:** Jim Ross

**DOCUMENTS DISTRIBUTED BEFORE MEETING:** Agenda, Directors Report, Minutes of 01/11/22 Trustee meeting, Municipal budget & Special Funds reports, FY23 budget proposals from Director, letter from Jim Ross, in absentia

**DOCUMENTS DISTRIBUTED AT MEETING:** None (remote Zoom meeting)

Prior Minutes:

- approved with changes

Financial Report:

- reports emailed by Jim Ross to review at next regular meeting

Director's Report:

- 2 Mail Chimp newsletter sent in February re: News of Library (85% open rate) and Construction schedule (86.7% open rate)
- Director and Associate attended CWMars Privacy Training workshop, will be taking corrective action on disposal of Hold Notices (disposal or shredding vs. recycling bin)
- Director attended Libraries In The Woods meeting. Topics included financing of Community Community Reads program. She is also reaching out to bring in tractor for children's events as well and perhaps someone to speak on tobacco vs. vegetable farming.
- Director has signed up for 2<sup>nd</sup> Director Boot Camp
- Comcast wireless bill will increase \$20 monthly, result of needing to be in compliance with CWMars requirements for static IP address since we are no longer on broadband system. This is for privacy & safety reasons, as well as user stability in connection.
- Director wishes to have 250<sup>th</sup> lighted logo installed at library, will reach out to 250<sup>th</sup> co-chair re: scheduling & installation,

Welcomed Fire Chief John Hannum re: Fire/Smoke detection & monitoring Issue:

- Discussion re: Fire/Smoke alarm system update. We currently have no system and Fire Chief feels strongly this facility needs system in place for monitoring, as all other town buildings have. While his recommendation exceeds required building code it will add monitoring portion which will be perpetual (this has been added to FY23 budget). Initial bid obtained was well over expectation so Building committee will request other proposals to compare. Amount proposed is well above the contingency fee in Lift project bid. He felt this was a golden opportunity to install and tie in a system since the lift requires fire/smoke alarm within shaft (which is included in bid). Upgrading and protecting this facility a primary goal for Chief. Building committee will be meeting with Town Administrator, Architect and Chief in coming week to discuss options. Chief stated he absolutely had no wish to impede construction at this time. Committee will report to Board following meeting and discussion and any motion will be held at next Construction Update meeting in Feb. To clarify: this is fire/smoke alarm system and monitoring, not fire suppression system. Questions arose regarding insurance on building and collection, how is this actually covered? Director will ask.

## Old Business:

- **Lift Project Status:**

It was suggested by Town Administrator that we have policy on approval of Change Orders in place since there are two currently (below). It will be in the best interest of Board, Contractor and Building Committee not to have continual stops in work flow. Bob Klinger will liaise and communicate with Contractor on any change orders up to \$500, and have approval to authorize such changes. If/when these accumulate to \$3000 he will report to Board. If he feels any change orders between \$500 - \$1000 need Board approval, will communicate at next meeting. Assuming there is built in contingency within bid, he will report when 50% of that contingency consumed.

  - Change order presented by Contractor for small area of asbestos to be abated. In interest of moving project along an approval was given by Chair.
  - Structural beam discovered in shaft, Contractor cannot move forward until Structural Engineer can review, offer workaround and revised drawings.

-Due to work stoppage above we are unsure if library will be opening this Saturday. Chair or Bob Klinger will communicate with Director following meeting with Architect, Engineer and Building Committee.

-With above in mind Cynthia Allen stated there is need to meet more than once per month given the timing. Chair will check with Town on whether that meeting must be held on Town Zoom account or whether we may utilize Library Zoom account. Same requirements apply when posting any public meeting (must be posted at least 48 hours prior). Chair will schedule meeting for Tuesday 2/22 or Wed. 2/23 for Construction Project updates, and each month thereafter as needed, and post same. Note we must have a quorum in order to hold these Construction Project Update meetings.

-Bob Klinger reports a construction containment booth of wood has been constructed around area where contractors working to keep dust and debris from collection.
- **Budget Status:** Director is ready to go before Finance Committee. We have added \$1000 annually to FY23 budget for fire/smoke monitoring, as well as bi-annual lift inspection requirement.
- **Capital Improvement:** Request in to Capital Improvement Committee for fire escape door, which must meet code and is non-standard, per Jim Ross as previously discussed. Director also submitted request for staff computers, soon obsolete, for \$5000
- **Library Associate Training** continues and is going well
- **Programming Update:** LCC approved grant for collaborative program with Frontier & Mohawk Regional Schools as well as Belding Library for a Young Adult program. Open Mic, Ashfield Lake. They also approved grant for Friends Group for Summer Concerts, and a Face Painting for 250<sup>th</sup> Family Day Celebration.
- **Speaker Agreement Draft:** In progress with Cyndi and Megan

## New Business:

- **Library Role in 250<sup>th</sup> Celebration:** Dedication Ceremony scheduled for June 20<sup>th</sup> (Juneteenth holiday so library closed). Director has scheduled band for this event and is coordinating with Susan Baron, 250<sup>th</sup> co-chair. The 250<sup>th</sup> will recognize Juneteenth at ecumenical service at WCC that morning. Cynthia suggested several options for library to recognize this holiday. Director will forward suggestions/options to Susan Baron to open discussion, and invite her to join us at next regularly scheduled meeting. (March 8, 2022 at 6:00pm). Chair will place this item at top of March agenda. Staff will create display in library in recognition of Juneteenth.

Adjourned at 7:32 pm

Next Regular Trustee meeting March 8<sup>th</sup> at 6:00pm

Next Construction Update meeting February 22<sup>nd</sup> or 23<sup>rd</sup> based on Town Zoom account availability