



DRAFT Board Meeting Minutes: May 22, 2023

Present:

Jane Dietz, President
Gabrielle Giacomazzo, Vice-President
Kenneth St. John, Secretary
Lori-Ann Novello, Trustee
Courtney Bynoe, Trustee
Lisa Kropp, Library Director
Caitlin Sempowich, Assistant Director
Marisa Crowley, Youth Services Coordinator
John Miccoli, Facilities Consultant

Board President Jane Dietz called the meeting to order at 7:01 PM.

Motion to adopt the agenda (G St. John /Bynoe) 5-0.

Motion to adopt the prior meeting minutes (Novello/ St. John) 5-0.

There was no public expression.

The Director introduced Marisa to the Board, and shared how happy staff have been since she started working with us at the end of April.

Facilities Consultant John Miccoli presented two options for the Annex to the Board for discussion and action that would break the interior work into two phases, to begin sometime in September. The use of piggybacking from existing contracts that have already been vetted and established was discussed. Ms. Novello shared that both proposals were brought to the Infrastructure committee for review.

Motion to approve Phase One (not to exceed \$215,000) and Two (not to exceed \$165,000) of Annex work to be completed by Belfor Property Restoration in accordance with Region 4 ESC contract R200101 as a prevailing wage project (Novello/Giacomazzo) 5-0.

The Director shared correspondence with the Board, copies of which are included in the meeting packet.

Motion to adopt the Treasurer's Report as presented, including receipts, disbursements, warrants and cash flow (Bynoe/Giacomazzo) 5-0.

The Director gave her report to the Board; a copy of which is included in the original meeting packet. She gave updates on the NYS budget final numbers and how they relate to public libraries.

Budget and Finance Committee:

Motion to accept a \$10,000 donation in memory of Nives Lozito to establish a reading garden and nature play area in the Backyard (St. John/Giacomazzo) 5-0.

Infrastructure Committee:

The Director gave an update on the courtyard mural project and work at the annex building.

Motion to approve building invoices Schedule A in relation to the building renovation in the amount of \$487,263.09 (Giacomazzo/Bynoe) 5-0.

Personnel Committee:

Motion to approve Maggie Ngyugen and Tom Normandy to increase from 17.5 hour library clerk positions to 25 hours per week per civil service guidelines and canvassing for the two positions (Giacomazzo/Bynoe) 5-0.

Policy Committee:

Committee will meet to discuss revisions/new policies for the June meeting.

Strategic Planning Committee:

Community committee is meeting May 24 and June 6 to go over a vision statement and feedback from completed patron surveys.

Unfinished Business:

Ms. Dietz asked the Director to contact J. Ulrich for an update on starting community service.

Trustee Novello left the meeting at 8:30 pm due to illness

New Business:

Motion to approve the placement of a collection box for snacks and juice boxes through June 22, 2023 for Councilman Manetta's summer food drive (Bynoe/Giacomazzo) 4-0.

The Director shared the four request for proposals (RFPs) received for legal counsel. She will set interviews up with the four firms in June for action at the June 21 board meeting.

With no public expression or remaining business to conduct, motion to adjourn the meeting was made at 8:56 pm (Giacomazzo/St. John) 4-0.

Next meeting: Wednesday, June 21 at 7:00 PM

Lisa Kropp, note taker

Kenneth St. John, Board Secretary