

Wadsworth Library Board of Trustees Meeting Minutes Thursday Feb 13, 2020

Board Present: Mike DaBramo, Tom Whitmore, Marcia Podhorecki,
Julie Brocklehurst-Woods , Geoff Clough
Absent: Carolyn Meisel, Mark Sullivan
Staff: Debby Emerson, Sarah Matthews, Marcia Koch

Call to order at 4:09 by Vice President Tom Whitmore
Adoption of the Agenda: motion by Mike, second by Tom, passed

Calendar: Debby will let us know the dates for Trustee election petitions. Dave Dewar will not be completing our audit. He will attend our March meeting.

Approval of Consent Agenda to include:

- Adopt the minutes of the regular meeting on Jan 9, 2020
- Treasurer's report;
- Children's Librarian report; and
- Director's report

Moved by Geoff, second by Marcia, passed

Reports

- a. Financial reports and approval of bills (warrants):
- b. Approval of pre-audit payments from 1/17/20 to 2/11/20: Motion by Geoff, second by Mike, passed
- c. Approval of regular payments: motion by Marcia, second by Geoff, passed
Marcia Koch reported that she is continuing to instruct Michael regarding bill-paying procedures, and had to spend extra time this month tracking down bills that were not recorded when received.
Overall, our finances are all on track.
- d. Receive financial reports: motion by Marcia, second by Tom, passed

Friends of Wadsworth Library report

Marcia reported on their continuing fundraising, and plans for their Annual Meeting in May. It will be held at St. Mary's in Geneseo, and the Geriactors will be invited to perform.

Old business

1. Second floor expansion
 - a. update from BERO deferred to discussion of bids
 - b. Fundraising
Sarah recently sent additional information on naming opportunities to the Board. Julie added this information to the existing list.
Sarah has completed the Corning Inc grant, requesting \$115,000 spread over 3 years. It will be submitted this Saturday, Feb15.
Julie is interested in contacting Wegmans. Sarah will send her the login formation to access the Wadsworth Library account. We will likely qualify for their general support, falling under their category of support to families. She was hoping for higher support for our capital campaign, perhaps taking advantage of a naming opportunity. Perception of the Board was that higher amounts are only offered to food-related projects, but Julie will confirm this with the store manager.
 - c. Basement materials

Geoff has found people to take the opera CD's, the recipients were delighted.

Motion 33: Second Time Around will sell books on our behalf with a 50/50 split. Geoff Clough will be our representative, and is authorized to sign a contract with this business. Motion made by Tom, seconded by Mike, approved.

Some York/Leicester newspapers will be offered to the York/Leicester Historian.

Geoff offered to take selected newspapers to local schools. This was moved by Julie, seconded by Marcia, approved.

Geoff will contact the Livingston County News about a story regarding our construction project.

Geoff will contact Matt Cottone regarding value of additional items stored in the basement.

New Business

Construction bids

Six General Contractor bids were received. The bid from DGA Builders was eliminated because it was significantly higher than the others, with a much longer completion time. The bid from Thompson Builds was eliminated because it was changed after submission: first lowered, then increased. Debby will obtain input from our attorney before we proceed with bid selection. A Special Board Meeting will be needed.

Four bids were reviewed for Electrician. The bid from Suburban Electric of Albion, Inc was preferred, for \$88,700 base; \$9000 alternate 1; \$1500 for alternate 4; and \$1200 for alternate 5. The Board wants a recommendation from Lindsay, who is familiar with their work. **Motion 34** made by Tom, second by Geoff to authorize Debby Emerson and Mike DeBramo to sign this order to proceed after receiving a positive recommendation from Lindsay. This was passed unanimously.

One bid was received for plumbing, from Lloyd Mechanical: \$94,800 base bid, \$4000 for alternate 1, \$2600 for alternate 4, and \$2500 for alternate 6. **Motion 35** to accept this bid was made by Tom, second by Marcia, passed unanimously.

One bid was received for HVAC from Lloyd Mechanical: \$210,000 base bid, \$8,900 for alternate 1, \$5500 for alternate 4. **Motion 36** to accept this bid made by Tom, second by Marcia, passed unanimously.

Deb Allen presented on a Little Free Pantry. It could be installed near the entryway. She has funds available for construction materials, and is willing to coordinate volunteers to maintain it. Geoff moved to authorize this project, second by Marcia. This was approved.

Electronics recycling

This will be held for two weeks beginning Feb 14. Funds raised will be donated to Camp Good Days and Special Times.

FOWL Board President Lisa Kime entered this meeting at 5:00, and answered questions regarding their activities.

Next meeting is March 12 at 4:00 p.m.

Tom will attend the March 10 meeting of FOWL, Julie will attend their April meeting, Marcia will attend June.

Adjourn at 5:56, motion by Mike, second by Geoff.

Respectfully submitted,

Julie Brocklehurst-Woods

Board Secretary