

**Wadsworth Library Board of Trustees  
Minutes for Thursday, August 13, 2020  
Library Meeting Room**

**Attendance:**, Geoff Clough, Mike DaBramo(Zoom, connection errors), Julie Brockelhurst Woods(Zoom), Debby Emerson, Marcia Koch(Zoom), Carolyn Meisel(Zoom), Marcia Podhorecki, Mark Sullivan, and Tom Whitmore

**Excused:**

**Guests:** Sarah Matthews

**Call to Order:** Meeting called to order by Vice President Tom at 4:05.

**Agenda Approval: (60)** Motion to approve the August 13 agenda as amended with Geoff's Term, \_\_Carolyn \_\_. Second, \_\_Julie \_\_. Carried.

**Calendar Review:**

August:      Board Meeting on 13th  
                  No picnic due to COVID  
                  Deadline for Ludlum-Holroyd Award  
                  - Joyce Wechsler, Carolyn will write up bio and Debby will submit application

September:  
                  Bullet Aid Request from State Representatives  
                  Meet with RACF - Mike will call Mary and invite to board meeting  
                  Review & adjust current budget  
                  Livingston Arts grant application due Step. 17.  
                  Board meeting Sept. 10

**Consent Agenda (61)** Motion to approve the August 13, 2020 consent agenda to include Regular Meeting Minutes of July 9, Treasurer's report; Director's report; Children's Librarian report, \_\_\_\_\_ Marcia P.\_\_\_\_\_. Second, \_\_Carolyn\_\_\_\_\_. Carried.

**Reports:**

## **I. Financial reports and approval of warrants**

Clerk of Works didn't bill. Mike will call and check on billing.  
Hoping to get bullet aid from Gallivan for this year.

**(62)** Motion to approve pre-paid Warrants for July 28, 2020 to August 11, 2020, \_\_\_Carolyn \_\_\_. Second, \_\_\_ Geoff\_\_\_. This Warrant disbursement was unanimously approved.

**(63)** Motion to approve Warrants for August 14, 2020, \_\_\_ Mark\_\_\_. Second, \_\_\_Carolyn\_\_\_. This Warrant disbursement was unanimously approved.

**(64)** Motion to receive the financial reports, \_ Marcia P.\_\_\_\_. Second, \_ \_Mark\_\_\_. Carried.

## **2. Friends of Wadsworth Library:--**

Carolyn and Debby went to meeting.

Report on new members.

Gofundme account - not a lot of money

Book sales discussion - farmer market on Thursday in Geneseo

Sorted by book type

Tickets purchased for \$5

Then come to library to pick up books, sight unseen

Colleen working on this idea and process

Programs and fund raising ideas - working on new ones

Who gets award for outstanding service? Working on names still.

Donation for building fund - can announce that all people in both groups have donated?

**REMINDER: September 15 meeting - Mark will attend**

## **OLD BUSINESS**

1. Second floor expansion (DISCUSS)
  - a. Construction update
    - i. Moving right along and doing well
    - ii. Bi-weekly meetings with general contracts and architect

- iii. Good communication
  - iv. Change orders, nickel and dime amounts
  - v. Another front door - \$11-12, 000
  - vi. Furniture will come a bit of time after construction is finished
  - vii. Purchase orders in for last bit of furniture, waiting on key ones for book cases
    - 1. Book cases will be into October
    - 2. How to coordinate moving all the old and new furniture
  - viii. Construction will be completely done at end of September though there will be a few odds or ends to finish up
  - ix. Shelves need to be put together before boxes of books brought in
  - x. Is there a fee/trip charge for deliveries? Maybe \$250.
- b. Change orders (VOTE)
- i. Basement repairs: \$2,200 (Included In \$18,300)
  - ii. Small number of change orders. Really well done, costs kept low.
  - iii. **(65)** Motion to approve Change orders in the approximate amount of \$18,300, \_\_Mark\_\_. Second \_\_Geoff\_\_. Carried.
- c. Fundraising progress
- i. We have taken in \$3,025 in the last month.
  - ii. Total \$1,257,289.50
  - iii. 83.8% of total
  - iv. Need \$242,710 for total amount
  - v. Letters instead of face to face due to COVID
  - vi. Carolyn has letter written and read to board members
  - vii. Question at Friends' meeting about fund raising from businesses
    - 1. They can't afford it right now, so do we ask?
    - 2. Only 11 businesses on list
    - 3. Carolyn got list from County, do we send out fund raising request to list?
    - 4. Paychecks, Bero, Key Bank, Witney East, David Dewer, Andrew Chanler, etc.
    - 5. Mike will go through list in bills and contact companies
- d. Donor wall in children's area
- i. Sarah has gotten general cost estimate on wall
    - 1. And to BERO for design of tree behind desk and for donor wall
  - ii. What level of donation for the donor wall?
  - iii. Need to flesh out details about who gets recognized
  - iv. Donor wall is the same as donor tree
- e. Security cameras (PRESENT)
- i. Wiring in place for cameras after construction competed
  - ii. Mike and Debby met with a security man to discuss camera makes and placements
  - iii. Need one or two more quotes
2. Reopening plans (DISCUSS)
- a. Taking appointments for computer use and printing, low demand so far
  - b. Tomorrow staff meeting to discuss opening on Monday for Grab and Go Service.

- c. Limited number of people (no more than 15 people at one time)
- d. Time limit of 30 minutes
- e. No toys, magazines, comfortable seating - no reason to linger
- f. No difficult interactions with people over masks
  - i. Have legal option to refuse entry since we can bring books out for people
- g. Hand sanitizer at front door
- h. Ramp has been working out well - delivery guy loves it
- 3. Long Range Plan (DISCUSS)
  - a. Survey update (DISCUSS)
  - b. Nothing yet, waiting on survey results
- 4. York users (ON HOLD)

#### New Business

- 1. Personnel
  - a. Page Maddie Schafer has left for SUNY Binghamton
  - b. No reason to fill position right now, will need it when we open second floor
  - c. Meredith has been helping Julie with garden beds
- 2. Meeting room A/C repair
  - a. Brian Diehl - no invoice yet
  - b. Have had a lot of issues getting repairs done
  - c. Initial issue was one of two units wouldn't shut off, defective circuit board
  - d. Brian Jr. said there are a lot more issues with AC
  - e. Mike thinks there was damage done during work that damaged units
  - f. Senior is good, Junior not so much.
  - g. AC in basement, only 1 unit working but seems to be OK for now
- 3. Filling of remainder of Geoff's Term
  - a. Liz Argentero? Kathleen Huston? Cathy Adams?
  - b. Thank you Geoff for your service!

**(66)** Motion to close the meeting at 5:09 pm, \_\_\_Julie \_\_\_\_. Second, \_ Marcia P.\_\_\_\_. Carried.

The next regularly scheduled meeting will be **Thursday, September 10 at 4:00 pm**