

The August 29 CFL Interim Board Workshop was called to order at 5PM by Jenny Post.

Trustees Present: Jenny Post, Susan Roberts, Jane Case, Meredith Arto-Winch, Mame Bradley, Stephen King, Marion Vosburgh, Mario Verna and Mary Elizabeth Vincent

Director: Thea Schoep, Library architect Linda McNutt.

Absent: Michael Sullivan and Vicki Rosenwald

## **1) Building & Capital Committee Report**

### **A) New Library Construction Update**

Linda McNutt reported that she and Thea are in the process of reviewing proposed furnishing purchases for the new library and will present their proposals at the New Building Committee next week (9/5/2019). There are some long lead custom furniture items that need to be ordered from Demco Library Furnishings Co. before that meeting in order to guarantee timely delivery. These orders cannot be changed. Linda showed photos of pieces to be ordered and explained where they would be placed in the new library.

**Motion by Jane Case to purchase Demco Furniture Package (approx. \$4000.00) immediately, as recommended by Thea and Linda. (2 chairs in alcove by Teen Room, 2 chairs in alcove by magazine/periodical area, 2 arm chairs in alcove next to Teen Room, 3 library tables in blond maple)**

**Motion seconded by Mario. Motion carried unanimously.**

Linda then presented a new Updated Schedule for the New Library Move (document dated 8/29/2019 attached)

Jenny recommended that a deadline of September 16 be set for donors' names to be included on donor signage located on the lower level of the building.

Linda then addressed the moisture spot (approximately 4 ft/8 ft in the basement area. She thinks it is possible that the gutter leaders recently added to the front of the building may not be extending far enough away from the building. She is working on this with contractors. She also reported that Mike Sullivan is meeting with representatives from Hoosick Valley, Crawford Engineering and Delsignore to discuss a cause and remedy for the "lake" that periodically settles in the middle of the parking lot after heavy rainfall.

### **B) New Library Funding Status**

Susan Roberts and Jenny Post presented Projected Costs to Complete Interior Renovations. (Document Dated August 29, 2019 attached)

Mario stressed the necessity of having the following items prior to the opening of the new library:

2 monitors, one at the downstairs entrance and one at the upstairs entrance, each displaying identical information.

1 large TV for the conference room

Jenny reported that she has recently received \$30,000.00 in pledges for the new library.

Agenda Item: Motion requested to proceed with next phase (trees) of Pondsides Contract (\$7,479.38).

A brief discussion of Pondsides billing took place. Since Pondsides Nursery recommends that only trees be planted this Fall at the cost of \$1,000.00, a board vote is not necessary at this particular meeting. On the recommendation of the garden designer, the perennials will be planted Spring 2020. At this time it was also announced that Stephen has secured a \$25,000.00 donation from a Claverack resident with the stipulation that the money be used for landscaping in front of the building.

**Motion requested to proceed with Ted Esselstyn Children's room sculpture contract** (\$12,000.00, pending availability of funds and payment schedule)

**Motion delayed** until after the Personnel Committee Report and update on staffing budget discussion .

## **2) Personnel- Committee Report**

Thea reported that she had explored adding supervisory duties to the role of the current library assistant position, which could alter the salary of that position. Upon further investigation and discussion with the library assistant, it was decided to keep the those duties as they currently exist without supervisory duties.

The Personnel Committee recommends hiring two part time clerks. Discussion continued on budgetary concerns regarding the library's ability to fund these positions after January 1, 2020. Meredith and Mame each spoke specifically to the value of sufficient staff to the proper and efficient operation of library services: A library is its staff and service.

**Motion made by Stephen to hire two part time staff people at salaries to total no more than \$4500.00 for the remainder of 2019. Jane seconded the Motion which carried unanimously.** Discussion will continue at the next regular Board Meeting on a staff hiring plan for 2020. Thea will interview candidates once completes the job descriptions and they are finalized by the Personnel Committee.

**Motion to proceed with Ted Esselstyn's Children's Room sculpture, made by Susan and seconded by Jane. 7 yes votes, 2 no votes. Motion carried.**

## **3) Future Sustainability**

A) Jenny reminded all present that Russ Pomeranz will meet with trustees Sept. 6 at 4 PM at the library.

B) Jenny has made initial contact with the Dyson Foundation regarding a consultancy grant for fiscal long-term planning. Grants up to \$12K will be given toward paying a consultant who will work with the board to make a long-range funding plan. A brief discussion began. No vote was taken.

The meeting was adjourned at 6:24.

Respectfully submitted,  
Mary Elizabeth Vincent  
Secretary