

Dewitt Community Library Minutes July 17, 2014

Meeting was Called to Order at 5:34 p.m. by Steve Lux

**Present:** S. Lux, J. Millar, N. Brown, L. Wasylenko, S. Schroeder, R. Young, M. Keib Smith, C. Austin, N. Ross, S. Schultz, W. Ressler, J. Modesti, I. Scruton

**Absent :** Meisje Havens and C. Gantos

**Also Present:** Wendy Scott

**Approval of minutes :** A Motion was made by Wendy R. to approve the May minutes as amended adding the reason the Board went into executive session. S. Schroeder, seconded. The motion was approved with the amendment all in favor with two abstentions.

A Motion was made by Wendy R. to approve the June minutes as amended correcting the section under the Facilities Report to clearly state that the survey would need to be adjusted to show the wetlands delineation and that it would require an additional cost. The motion was seconded by J. Modesti and approved with all in favor with 3 abstentions.

**Treasurer's Report- Report attached.**

Carl gave a budget review. He stated that based on the report he distributed which shows activity up to June 30 we are very close to budget with no surprises. See report attached.

He further explained that we are starting to get some expenses related to the proposed land acquisition. These expenses will put against board designated funds.

In addition there will be an RFP which will go to banks to start the process of looking into financing. We will fill out the information and should be able to receive responses that will cover the construction and the ultimate mortgage for the building. It will be a launching pad for defining the cost of the project. Based on our financial situation Carl stated that we should get favorable proposals. We can revisit the question of bonding once we have this information in hand. Might want to look into the bonding at least briefly so that we have covered all of our bases and made an informed decision.

**Director's Report:** Wendy Scott

She is in the process of conducting personnel reviews with the staff and reviewing their goals. Also, she is reviewing procedure for cancelling programs and establishing new guidelines for staff in responding for power outages. They had three of these cancellations in June. Wendy

also explained that June is a busy month as they start the summer reading program as well as other programs. Senator DeFrancisco was in the library today to read and the extended outreach in Jamesville will begin. Please see Wendy Scott's report for other Library updates.

### **Committee Reports:**

Facilities - Wendy Scott reported that two letters had been sent to the Mall owners, Moonbeam, one addressing the possibility of a ground lease and building for a permanent home for the library and the other letter addressing the request for a lease extension. In following up on these letters, Attorney Robert Germain contacted Moonbeam. Today he had a brief conversation with Shal Prior who stated that he was ready to have conversation on these issues and that they might be open to the possibility of a ground lease, but added that he was not ready to have this discussion. Robert Germain would not be able to get further information until next week when they will try to set up a telephone call. They are working on the timing of the call and will report if anything further occurs. Wendy Scott also called the boards attention to the recent newspaper article which mentioned the Shoppingtown tax situation and also made some references to Moonbeam.

Wendy Scott stated that the subdivision application to submit to the Town of Dewitt has been preliminarily completed. Attorney Germain has some questions and they will review it and make sure that all of the information is complete. The form was prepared for Wendy to sign but she feels the President or Secretary should execute the application for the Library. She is currently reviewing the Environmental Assessment Short form. The Board has a brief discussion about the timing and the process once the application is submitted. John made a motion to continue on our plan to move forward toward obtaining other land and not delaying this process while we are waiting for further information from Shoppingtown. The motion was seconded by Wendy. Ressler and was passed unanimously.

John Millar reported that there are some wetlands on the 6.7 acres we are proposing to purchase. The report recommends that we do a wetlands delineation rather than wait for it to be requested by the town or other entity down the road. The proposal is for \$2,500-\$3,000 thereafter we will need the surveyor to put this information on the topographical map. The Surveyor's price will be approximately \$2,000-\$2,500. This is still within our appropriation of funds to the facilities committee as they have not spent anything out of the budget we have given them thus far. Irene made motion to authorize the wetlands delineation and survey update on topographical map and payment for these services. R. Young seconded the motion and it was passed unanimously.

In discussing the architects' responses to the RFP it was noted that we received answers to follow up questions and information about each firms financial situation. Generally the board spent the rest of the meeting addressing the architectural firms and their proposals, and pros and cons of the firms that presented to the board. Wendy Scott shared some written comments and noted that references were checked. In addition, several board members visited buildings to see samples of work completed by the firms

we received follow up responses from all four groups. Carl reviewed the financial backgrounds of each and shared his findings with the board. In addition a chart was shared that showed the cost proposals side by side for each of the firms.

John Millar reported that the Facilities committee had a long discussion regarding the pros and the cons of each firm. After this discussion there was a vote amongst the members of the Facilities Committee. The two top firms as chosen by the Facilities Committee were Chiang and O'Brien and King and King. The Facilities Committee recommended hiring Chiang and O'Brien as the first choice. Thereafter the Board had a long discussion addressing the qualifications and merits of each of these two firms. There was a general discussion of the comparisons of the architectural firms. The discussion included the buildings that the many board members have visited; the financial stability and history of the two firms, the location of the firms, the amount of the bid, the sense of personalities on the design team and who might be better to work with on a personal level.

John Millar made a motion that the board should hold a ballot vote with the two named firms and after said vote we will negotiate a contract with the Architectural firm that wins the ballot vote for the proposed project at the Tobins site. Irene S. seconded the motion. Unanimous vote. Thereafter a paper ballot was passed and each board member was to write the name of the firm that they felt was the best candidate to act as architect on this project. Steven Lux tallied the ballots with the help of Sybil. Three board members abstained. The tally was 6 for Chiang and for 4 King and King. This was not a majority vote, as 8 votes are required for approval. After more discussion, it was decided that it was getting late and we needed to address this issue at a special meeting for which a date will be set and a room reserved.

Steve Lux made a motion to exclude QPK and Ashley McGraw from discussions in future meetings so that we can focus on the two that remain, Chiang Obrien and K&K. Seconded by Julian and passed by unanimous vote.

**Announcements:** None

**Correspondence:** None

Period for Public Expression: No public in attendance.

**New Business:** None

Steve Lux made a motion to adjourned at 7:00, Mary Keib Smith seconded the motion and it passed unanimously.

These minutes are presented in draft form and will be presented at the September 18, 2014 meeting for approval.

Mary Keib Smith, Vice President

