

**Moffat Library Board of Trustees  
April 27, 2017 Board Meeting  
Minutes**

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on Thursday, April 27, 2017 at 6:30 p.m. at the Caldwell House.

**Present: Trustees** - Dennis Barnett, Jim Casazza, Luis Rivera, Ruth Manyin, Victoria Drake, Chris Fox, Nancy Schneider, Jeanne Versweyveld , Director – Carol McCrossen, Beth Fitzpatrick, Barbara Koller, Linda Kean, Matt Davis (arrived at 7:00), Sue Ann Vogelsberg, Friends Liasion

**Absent:**

**I. Call to Order** The meeting was called to order at 6:34 p.m.

**II. FRIENDS' REPORT:**

Sue Anne Vogelsberg reported for the Friends

- \$2000.00 was donated from the proceeds of the Author's Luncheon to be used for the summer reading program.
- The Friends purchased a new microphone for the PA system that the Friends bought for the Library six years ago.
- "Load a Truck" clothing fundraiser will be held on May 5<sup>th</sup> from 10 to 6 and May 6<sup>th</sup> from 10 to 12. Items to donate include clothing, linens, shoes, and purses.

**III. DISPOSITION OF MINUTES:**

Jeanne Versweyveld motioned to accept the minutes of the March 23, 2017, as amended.

Ruth Manyin seconded. 11 – Yes 0 – No

**IV. FYE18 BUDGET PROPOSAL HEARING**

**No comments**

**V. FISCAL OFFICER'S REPORT:**

- The following motions were presented:
- Motion #1 – 042717 Made by Jim Casazza– Seconded by Linda Kean –“To accept the Fiscal Officer's Report for 4/27/17 as submitted” 11 – Yes 0- No
- Motion #2 – 042717 Made by Jim Casazza – Seconded by Victoria Drake – “To approve the 4/27/17, warrant for Operating Expenses in the amount of \$77,186.86 11 –Yes 0- No
- Motion #3 – 042717 Made by Jim Casazza– Seconded by Ruth Manyin– “To approve the 4/27/17 warrant for the 6W Main Building Soft Cost Expenses in the amount of \$61,018.84 11 – Yes 0 - No
- Motion #4 – 042717 Made by Jim Casazza – Seconded by Beth Fitzpatrick – “To approve the 4/27/17 warrant for the 6W Main Building Hard Cost Expenses in the amount of \$386,953.67 11– Yes 0 – No

**VI. DIRECTOR'S REPORT:**

- See *Attachment 1*.
- Distributed info sheet, "BOARD COMMITTEE & SUBCOMMITTEE MEETINGS"
- Distributed info sheet, **FREEDOM OF INFORMATION LAW (FOIL) & PUBLIC OFFICERS: Information for Library Board Trustees**

**VII. STANDING COMMITTEE REPORTS**

**A. Personnel Committee Report (B. Koller)**

No report

**B. Audit & Finance Committee Report (N. Schneider)**

Nancy reported that the committee met on April 26, 2017 to go over the audit. The response from the auditors was received regarding the questions the committee had.

**C. Operational/Polices Committee Report (N. Schneider)**

Nancy reported that she and Carol met to discuss the meeting room and ground polices. The draft for these polices will be presented to the Board at the next meeting.

**D. Public Relations/Marketing Committee Report (J. Versweyveld)**

Jeanne reported that she has been attending the Place Making meetings. A community day was discussed and a David Moffat celebration was pitched by Jeanne.

**VIII. Ad hoc Committee Reports**

**A. 6 West Main Building Committee Report**

See *Attachment 2* for reports on April 6, 2017 & April 25, 2017 meetings

**B. 6 West Main Building Project Fundraising Committee Report (J. Versweyveld)**

- Jeanne reported that we had received a check from John Bollenbach (fence reimbursement) for \$2500.00 which he donated to the Library.

**C. Volunteer of the Year Award Committee Report (J. Versweyveld)**

- Jeanne thanked everyone for attending.

**D. 6W Main Building Celebration Committee Report**

- See *Attachment 3* for March 29, 2017 Gala Subcommittee Meeting Minutes.

**IX. Unfinished Business**

No unfinished business.

**X. NEW BUSINESS:**

A. MOTION #5-042717: To approve spending up to \$59,678, of as amended Capital funds to install utility lines from the main conduit to the carriage house building perimeter.

Jim Casazza Motioned and Barbara Koller - Seconded 12 - Yes – 0- No

**XI. Public Comments (on any other matters)** – if necessary (limited to 2 minutes per person)

**XII. Roundtable Discussion**

Meeting was adjourned at 7:30 Jeanne Versweyveld motioned and Victoria Drake seconded.

Respectfully submitted,  
Chris Fox, Secretary

*Attachment 1*  
**DIRECTOR'S REPORT**  
**4/27/17 BOARD MEETING**

**DIRECTOR UPDATES:**

**Director Meetings/Events (March 23, 2017-April 27, 2017):**

1. Conference call with tech consultant, Carson Block, architect, Meghan Brennen, and RCLS ANSER Manager, John Schneider and AV consultant, Leo Garrison, on 3/27/17 to review the AV package proposal for building project.
2. Mrs. Terzian & I met with Jim Loughran and his wife on 3/27/17 to discuss menu options for the Gala Subcommittee's Gala Dinner Dance event that is scheduled for 9/23/17
3. Met with the Gala Subcommittee on 3/29/17 and to discuss options for the Gala event. Presented Loughran's info to the group. Followed up with Chair on additional tasks, such as insurance needs and music entertainment
4. Met with Policy Committee Chair, Nancy Schneider, on 3/30/17 to review Meeting Room & Buildings & Grounds Policy in anticipation of move in the fall to new building
5. Attended Washingtonville Placemaking Steering Committee meeting, along with Jeanne Versweyveld, on 3/20/17 to discuss moving the group forward and primary focus of the group right now with assignments
6. Held Staff Meeting on 3/31/17, where Luisa did a presentation for the staff on databases on the website and the Staff Portal and Matt Thorenz did a presentation on the Local History blog and LibGuide on the website
7. Attended annual Friends Authors Luncheon on 4/2/17
8. Attended Construction meeting on 4/4/17 with Steve Rowland (BRM); Pat Lyons; and contractors to go over construction work
9. Maria & I met with Melissa from Quick insurance to review the Library's insurance policies
10. Attended Celebration Committee meeting on 4/5/17 at St. Mary's Parish
11. Conference Call to discuss telephone and wiring systems plan with vendor, Jim Santoro, and consultants, Carson Block, Meghan Brennen and John Schneider on 4/6/17
12. Attended Building Committee meeting on 4/6/17
13. Conference call on 4/11/17 with attorney and board president and vice-president to discuss budget vote.
14. Attended Construction meeting on 4/18/17 with Steve Rowland (BRM); Pat Lyons; board members Ruth Manyin and Jim Casazza, and contractors to go over construction work
15. Matt Thorenz & I met with Matthew Casey to sign off on his Eagle Scout project on the history of Moffat Library.
16. Attended Washingtonville Placemaking Steering Committee meeting on 4/24/17
17. Met with Sue Anne Vogelsberg on 4/25/17 to go over the Grand Opening Ceremony program
18. Attended Building Committee meeting on 4/25/17
19. Attended Chamber Breakfast on 4/27/17 and talked about the Library
20. Attended the Board meeting on 4/27/17 and provided a monthly report on the activities of the library
21. Attended and spoke on behalf of the staff the Board Volunteer of the Year Reception on 4/27/17

**General Director Updates:**

#### **FINANCIAL:**

- **FYE18 BUDGET VOTE PREPARATION:** Facilitated with various staff members to post FYE budget vote information in the newsletter and on the website; facilitated with various staff members to put together materials and facilitate all areas of the vote, including getting the voting lists from the Board of Elections, mailing out the absentee ballots and instructing staff on handling questions about the vote and providing materials to the public.
- **HISTORIC BUILDING PROJECT BUDGET PREPARATION & FACILITATION:** Continuously working with project manager, Pat Lyons, architect, Meghan Brennen, our bookkeeper, Maria Soltis, and auditors to properly categorize all expenses in relation to the historic building project, as well as working with the board building and finance committees to educate about the process and ensuring that there is proper financial oversight during all phases of the project. Making sure that construction manager's monthly project budget and progress reports are distributed to board.
- **FYE16 AUDIT:** Working with auditors, bookkeeper & Luis to finalize audit. A final draft copy was completed, which the Audit & Finance Committee reviewed at their meeting on 4/26, which will be presented to the full board.

#### **LIBRARY P/R:**

- **WEBSITE/EMAIL NEWSLETTER/NEWS CONTENT ADDITIONS:** Coordinate on an ongoing basis with P/R & Web Services Librarian, Luisa Sabin-Kildiss, to create and add additional content to the website, email newsletter, social media outlets and to online and other media outlets in regards to new services, general news, programs, etc. See Luisa's report for further details.
- **PRINT NEWSLETTER:** Coordinated with Luisa to draft the Spring 2017 newsletter, which was mailed out at the beginning of April.

#### **HISTORIC BUILDING PROJECT:**

- **HISTORIC BUILDING PROJECT DAY-TO-DAY ACTIVITIES:** Facilitating communication and activities between various parties, such as RCLS staff, architects, legislative staff, SHPO and other agencies, construction site manager, technology consultant, board & committee members, Library staff, as well as community members and groups in regards to all facets of the building project, including: technology integration and device installation and implementation; budgeting and contractor payments and facilitation; working with parties to obtain and process grant application paperwork; communicating in regards to furnishings, interior and exterior considerations; facilitating communications with the public and different agencies regarding the building project; initiating a weeding schedule and other activities with the staff in anticipation and preparation for the move in the summer; etc. In addition, acting as the Library point of contact with the project site manager to handle any day-to-day needs, such as providing official Library documentation to parties to facilitate various functions of the building project, as well as handle billing issues, budgeting, etc.)
- **HISTORIC BUILDING PROJECT TECHNOLOGY PLAN & IMPLEMENTATION:** Working with technology consultant, architects, RCLS, various vendors and staff to finalize the plan, design and implement the technology components for the renovated facility.
- **CELEBRATION COMMITTEE ACTIVITIES:** Working with committee and subcommittee members to make recommendations and provide assistance on events surrounding the opening of the 6 West Main building, such as facilitation of a documentary video of work being done on the Library's stained glass windows, coordinating for staff people to

assist committee with various events, obtaining vendor quotes for gala celebration, developing graphics for branding of Library event items and working with committee to create the grand opening program.

- **FINAL FURNISHING SELECTIONS, WEEDING & MOVE PREPARATION:** Working with architects, staff and building committee to finalize the furniture selections and keying options in the 6 West Main building. Discussing re-use of items from current building. Coordinating with staff to weed 30% of the collection in anticipation of the move. About 70% of the weeding has been completed at this time. Coordinating with various parties, including the architect and vendors and movers to prepare for the move to the 6 W Main building (schedule, packing, etc).

**REPORTS:**

- **MONTHLY DEPARTMENT HEAD REPORTS:** Coordinated with Department Heads to provide monthly reports of their activities for the Board. In addition, discussed planning for services, programs, materials and all other activities on an ongoing basis with Department Heads.

**BOARD-RELATED ACTIVITIES:**

- Attend Board and Board Committee meetings and make recommendations and advise on all library-related issues
- Facilitated communication amongst the Board members
- Facilitated carrying out the activities of the Board
- Drafted and distributed information on Board Committees that detailed how they should function in their relation to being a public entity of the Board of Trustees via email on 3/26/17. Distributed print copy for Trustee Notebook on 4/27/17 (see *Attachment 1*)
- Drafted and distributed information on FOIL & public officers via email on 2/24/17. Distributed print copy for Trustee Notebook on 4/27/17 (see *Attachment 2*)

**CIRCULATION STATISTICS (March 2017):**

- **March 2017 Circulation Statistics:** 2386 juvenile & teen print items circulated (as compared to 2281 in March 2016); 1441 adult print items circulated (as opposed to 1327 in March 2016); 488 juvenile & teen AV items circulated (as opposed to 330 in March 2016); 1325 adult AV items circulated (as opposed to 1638 in March 2016); 1,144 eBooks circulated in March 2017 (versus 941 in March 2016).
- Total March 2017 Circulation of physical items and ebooks was 6,784. Total in March 2016 was 6,517.

**PROGRAMS (March 2017):**

**PROGRAM STATISTICS:**

- **March 2017 Program Statistics:** 52 programs were presented (38 children's, teens & family programs and 14 adult programs) with 806 attendees.

**DEPARTMENT REPORTS:**

**Reference and Adult Services Report for March 2017**

Matthew Thorenz, Head of Adult Services

**Programming:**

- The library began a 6-part conversational Italian Class on Thursday, March 9<sup>th</sup> with 23 in attendance. The course is taught by Carmella Roselli, a retired high school Italian and Spanish teacher. The class has maintained an average turnout of between 15 and 20 members over the first few weeks. The positive response of the program, along with a running waitlist, shows there is a high demand for future language programs which we intend to offer.
- On Saturday, March 11<sup>th</sup>, the library hosted a one-hour program on Essential Oils and Aromatherapy. This is the third program we have run on this topic and it is very popular with our patrons.
- On Tuesday, March 28<sup>th</sup> at 6:30 pm, a professional college and financial aid counsellor hosted a one-hour program for high school students, parents, and adults who were interested in attending college. The class was positively received and had 10 participants in attendance. Patrons learned how to search for colleges and apply for financial aid. We also used the opportunity to highlight our College and Financial Aid Research Guide.
- On Thursday, March 30<sup>th</sup> from 5 pm to 8 pm, a professional career counsellor hosted three one-on-one guidance sessions with patrons who needed help in their job search. Participants received personal help related to various aspects of the job search, and interview process. This program was made available through a grant obtained by RCLS.

#### **Local History:**

- Our Blog "Stories from the Vault" ran a four-part series on the history of early women's groups in Washingtonville to commemorate Women's History Month. These clubs included the Washingtonville Suffrage Club; which advocated for the extension of voting rights to women in 1917, the Athenia Club; a group founded to promote education, civic and political engagement for women in Orange County from 1907 to 1956, the Washingtonville Women's Civic Club, which advocated for the beautification, and improvement of the village through political engagement, and the Blooming Grove chapter of the Daughters of the American Revolution; which was founded in 1903 by female descendants of Revolutionary War veterans. The posts used photographs and scans of items in our local history collection, and received 82 page views in March.
- On Thursday, March 30<sup>th</sup>, a member of the Quassaick Chapter, Daughters of the American Revolution helped re-house our collection of papers belonging to War of 1812 hero Richard Caldwell. The process is being funded by the Quassaick Chapter, who awarded the library a grant for over \$200.00 to defer the cost of preserving and scanning the documents. They will be put online as part of our collections on Hudson River Valley Heritage.
- I was invited to present on our collection of World War One letters belonging to the Hudson Collection at the Mid-Atlantic Regional Archives Conference in Buffalo this fall. The presentation is part of a panel that discusses how local history resources can be used to educate people on food rationing and nutrition during the First and Second World Wars. Washingtonville soldier David Hudson served as a cook in the 6<sup>th</sup> U.S. Infantry from February 1918 to June 1919 and kept records of the meals he prepared for the regiment while serving overseas. The conference will be held October 26<sup>th</sup> through 28<sup>th</sup> at the Hyatt Regency Buffalo/Buffalo Conference Center.

#### **Collections:**

- We updated our adult sports, travel, and history collections with new materials.
- We highlighted books written by local and internationally known female authors for Women's History Month.

#### ***Reference and Adult Services Report***

***Respectfully submitted by Matthew Thorenz, Head of Reference and Adult Services, 4/27/17***

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## **YOUTH SERVICES DEPARTMENT REPORT FOR MARCH 2017 (E. Kinney, Head of Youth Services):**

### **YOUTH PROGRAM HIGHLIGHTS:**

#### **Programs:**

**Teen Art Show:** The 14<sup>th</sup> Annual Moffat Library Teen Art Show ended with the Awards Ceremony on March 12, with over 80 family members and friends in attendance. The Teen Art Show was developed and presented by our Teen Advisory Board and funded by the Friends of Moffat Library. This year we received 115 entries from local teens, all of whom received a certificate and prize for submitting their artwork to the show. Entries this year were a variety of sculptures, paintings, mixed media pieces, photos, and drawings.

**Digging for Dinosaurs:** On March 4, children were invited on a paleontology dig in the library's program room. 15 children and 7 adults were in attendance, as well as 4 teen volunteers. During the program, the participants were challenged to reassemble a T-Rex skeleton (a wooded 3D puzzle) which had been buried in a container filled with sand. During their dig, the kids also found "dinosaur eggs" with toy dinosaurs inside that they took home as souvenirs of the program.

**Spanish Together:** During March, the library hosted a four Spanish class for preschoolers with Joyce Schenkman. The program was fully booked with 15 children attending consistently over the four weeks with their parents/caregivers. In the classes, children learned about colors, numbers, body parts, and basic words in Spanish. Due to popularity, we have already scheduled another session of Spanish Together.

**Taft Elementary School Visit:** On March 24, the library was invited to do a presentation for Taft Elementary's second grade students. The presentation covered how the library fits into our community, what resources the library offers with a focus on the audience's age level, and how to get a library card. After the program, the students were given a bookmark summarizing the all that we talked about and applications for their very own library cards. In the days after the presentation, many of the students came to the library to see us in person and sign up for their cards. As a follow up to the presentation, the teachers informed me that they are doing a contest between their classes to see which class can have the most students signed up for a library card.

#### **Professional Development:**

**RCLS Teen Summer Reading Planning Workshop:** On March 6, teen librarians from RCLS libraries met to discuss strategies, organization, and programs for Summer Reading. The workshop included discussing performers and past experiences with their services; hands on projects and crafts that might be considered for a Summer Reading Program; and a technology "petting zoo" showcasing 3D Pens, Ozobots, and Lego Mindstorm.

**RCLS Children's Summer Reading Planning Workshop:** On March 20, children's librarians from our library system gathered to discuss Summer Reading Programs from the past, the current manual, and strategies for this year. Librarians were asked to present on topics covered in the SRP manual and give their take on programming, time needed, and anything else relevant to the topics. Also discussed were performers, organization of SRP, technology, etc.



**Coding Program Workshop:** During this five week online course, a series of webinars were presented on the topic of coding programs in libraries. The speakers and instructors who presented during the course educated participants on starting new technology programs, strategies, resources, and coding.

***Youth Services Report***

***Respectfully submitted by Emily Kinney, Head of Youth Services, 4/27/17***

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**P/R & WEB SERVICES DEPARTMENT REPORT FOR MARCH/APRIL 2017 (L. Sabin-Kildiss, Head of P/R & Web Services):**

**PROMOTIONS**

- Created new fiction and new teen book emails with LibraryAware.
- Designed the Spring 2017 Print Newsletter
- Created 3/6 & 4/7 email newsletters with Constant Contact
- Monitored library editorial calendar & coordinated efforts for library promotion. Created tentative schedules for upcoming email newsletters.
- Created a flyer for the FOML 2017 Clothing Drive.
- Created, or coordinated creation of content ; then scheduled 29 FB posts & 10 Instagram posts.
- Created tri-fold poster board for FOML, advertising the FOML Author's luncheon.

**LIBGUIDES & DATABASES**

- Promoted the Community Resources LibGuide in the April 2017 email newsletter.
- Worked with Jerry Kunz at RCLS to get the social sharing feature of LibGuides blog working. We are still working on this technical issue.
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**WEBSITE**

- Designed and added "More New Ornaments" to FOML section of library website
- Designed and added 2017 FOML Clothing Drive flyer to FOML section of library website
- Created a 2017 Board Minutes archive.
- Designed and created, our "Spring 2017 Newsletter is Out!" for website homepage and news feed.
- Designed and created the FYE18 Budget Vote page
- Updated the library events calendar with the new Spring 2017 programs so patrons can register.
- Took pictures of the Moffat Library building progression and added to library website.

**INSTRUCTION**

- Online Hoaxes and Fake News
  - Presented a prepared presentation to 3 patrons.
  - Considered teaching options and strategies.
  - Assessed attendees knowledge of the online world to customize the presentation.
- Trouble-shoot Overdrive issues for patrons on their devices and resolved a technical Rosetta Stone access problem for a patron with Rosetta Stone support.
- Demonstrated staff LibGuide and Novelist database to staff, to provide them with another resource for identifying books patrons might like.

**INTER-DEPARTMENTAL**

- Worked with Department Heads on an opening and closing policy.

- Continued to work with Adult and Children’s and Teen Services to identify areas of collection that can be promoted.

**PROFESSIONAL CONTINUING EDUCATION PROGRAMS:**

**“Digital Literacy with the Mozilla Framework,” SENYLRC, Tuesday, April 4:** The workshop presenter asked attendees what we were doing to keep patrons and staffs web literacy skills up to date, and then provided us with a framework (see <https://learning.mozilla.org/en-US/web-literacy>) to work with patrons who are unskilled in computers and the internet and are very concerned about privacy and online security, yet need to navigate in the online world.

**“Principles for Teachers of Adults,” RCLS, Friday, April 7:** I took this workshop to become more acquainted with models and strategies for teaching adults when I teach computer workshops, Overdrive e-reader download classes, clinics and one on one instruction with patrons on the use of their devices. The presenter helped us understand the level of help a patron might need, including: showing them, doing it for them, demonstrating the procedure and outlining the processes for them.

**“Coding Program Workshop: Create Tech Programming that Supports Digital Literacy.” February 28, March 7, 14 & 21<sup>st</sup>. Library Journal 4 Part Webinar with assignments and final project.** This 4 part webinar and online learning environment, taught us through practice, how to create, coding, gaming and computer learning programs for adults, children and teens. We were introduced to a variety of libraries who had created successful programming that addressed the specific needs of their patrons.

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**4/27/17 DIRECTOR’S REPORT**

***Respectfully submitted, Carol McCrossen, Director***

**Attachment 2**

Minutes

Moffat Library Board of Trustees  
Building Committee and Finance Committee Meeting  
4:00 PM, April 6, 2017  
Location: Jim Casazza's office

Present: Ruth Manyin, Chris Fox, Jim Casazza, Mary Ann Marrero, Barbara Koller, Jeanne Versweyveld, , Carol McCrossen, Meghan Brennan, Pat Lyons, h  
Absent: Scott Greene, Matt Davis

The following items were discussed:

Meghan and Pat presented the building cost outline and discussed the way in which the various grants we received have been applied.

It was agreed that our attorney, Ben Gailey should be contacted to discuss the bond and when to float it. He was called and asked to contact the school district to advise them that we would like to immediately process the bond to the full amount of the \$6.928 million which was approved by the voters. He was also asked to investigate how we should handle the BANs once the full bond is floated. One of the reasons it was felt that we should move ahead with the bond now is because interest rates will probably rise by the summer.

The committee discussed the installation of the utility connections to the carriage house. This must be done now to avoid having to rip up the parking lot in the future if we decide to finish the interior of that building. Everyone present was polled and all approved the expenditure of \$59,677.71 to have the contractors do this work.

The technology package was discussed. A package costing \$195,000 was approved and is covered in the construction costs. This will give us a very advanced projection system as well as an advanced data system.

Flooring selection was finalized for the community room.

Material for the reupholstering of the two large chairs now in the library was selected. Meghan will send this to us and we will have the job done locally.

End panels for the shelving were discussed. It was decided to reduce the number to 5 and possibly order more if needed and if there is money available.

Carol and the staff will select the building keying system.

The meeting adjourned at 6:00.

Respectfully Submitted,

Ruth Manyin, Building Committee co-chair

**Moffat Library Board of Trustees**

**Building Committee Meeting**

**6:30 PM, April 25 2017**

**Location: Jim Casazza's office, 19 South Street, Washingtonville, NY 10992**

**REPORT**

**Present: Ruth Manyin, Chris Fox, Jim Casazza, Mary Ann Marrero, Barbara Koller, Jeanne Versweyveld, Carol McCrossen, Dennis Barnett**

**Speaker phone participant: Meghan Brennan**

**Absent: Scott Greene, Matt Davis**

The following items were discussed:

The continuation of services by Carson Block, technology consultant and the technology package:

Mr. Block has already been hired by BRM and has provided consultant services in the planning phases for the technology needs for the library. So far he has been paid \$14,000. Meghan and Carol

explained that now further services are needed in the procurement and implementation phase of the technology plan. When we initially began the process with Carson Block, it was under the assumption that our library system, RCLS, would assist with much of the procurement and implementation parts of the technology plan, as their representatives had expressed to us at that time. However, over the past year and a half, it was found that RCLS staff were not able to provide the additional support that they had expressly promised. Due to this, Mr. Block has had to increase the level of his services so that our technology plan can be implemented properly and in the most cost-effective and timely way. The cost of Mr. Block's additional services would be \$17,750. The committee unanimously agreed to continue Mr. Block's services.

The technology package was reviewed. Leo Garrison, of Metro Sound Pros, Inc., will be providing the necessary equipment including such items as meeting room and conference room projectors, hearing loop, lobby digital screens, children's room and teen room monitors, gaming systems, etc. 4 quotes were submitted for the data wiring and audio visual work. Metro Sound Pros, Inc. was the lowest bidder. The fact that this is local business is seen as an important factor, as well, since the company staff will be available for any necessary assistance in the future. Two proposals will be presented to the board for this work.

The fencing between the library property and Auto Zone:

Standback submitted a proposal for timber guide rail fencing at a cost of \$10,235. The committee decided to look into other fencing contractors for other quotes.

The Carriage House:

The committee discussed the cost of having the phase 2 scope of work done (building envelope: roof, windows, doors, insulation, siding, etc.). Standback's proposal for this work is \$221,325. The Library will be looking into applying for a DLD grant in June for this project. It was felt that we should be able to use that money as well as any money still in our capital reserve funds to do this work before the grand opening in September 2017.

Landscaping:

It will begin at the end of May or beginning of June 2017.

Attic insulation:

An adjustment in the type and placement of the insulation in the attic space in the main hall is necessary. There will be a change order for \$10,741 for this work. This will be slightly offset by a credit for the insulation in the original plans.

Exterior Benches:

Jeanne proposed that we consider Lutyens benches for the exterior of the building. Meghan will research the feasibility of this.

The meeting was adjourned at 8:30.

Respectfully submitted,  
Ruth Manyin, Building Committee Co-chair

*Attachment 3*

Mar. 29, 2017

Minutes of the Gala planning Committee

Present: Ruth Manyin, Chris Fox, Jeanne Versesweyveld, Carol McCrossen

Absent: Vicki Drake, Matt Davis, Mary Ann Marrero, Beth Fitzpatrick

The following was discussed:

1. The date for the Gala will be Sept. 23. It is now finalized since there is no conflict with any major school district functions.
2. Food  
Jim Loughran has provided alternative menus which will be less costly. The committee felt the \$30 per person menu would be sufficient. This would include linens, plates, cutlery, beer, wine, soda, coffee, tea, etc. Final cost with tip and tax approximately \$37 per person.
3. Tent & tables  
Jeanne will check again with Kelly's to get a price for the tent with lights, heater, and tables, chairs, dance floor.
4. Music  
Carol will check to see if she can find an inexpensive group.  
Ruth will continue to look for groups and will also investigate having a DJ (Jeff Blizzard)  
Jeanne will check with Bruce Wilson to see if he still has an active group
5. Favors & table centerpieces  
Chris is meeting with the owners of Flowers By Joan to discuss centerpieces. Hopefully they will donate them. If not Jeanne will have cut flowers that can be used and Loughran's has a small candle centerpiece available at no cost.
6. Insurance  
Carol will check on this.
7. Tickets  
The cost of the printing will be paid for out of the money raised from the ads in the program.
8. Ticket price  
After much discussion it was decided that we could hold the price at \$60 per person. Expected participants: 80 people

Next meeting: April 18, at 6:00 at the library

Respectfully submitted,  
Ruth Manyin