

**Cornwall Public Library
Board of Trustees**

October 14, 2014

7:00 to 9:00 PM

Minutes

Meeting called to order by Susanne Vondrak at 7:08 PM

- I. Roll: Elisabeth Hellwege, Suzanne Vizethann, Janine Bixler, Susanne Vondrak, Carol Stein, Roberta Sherman, Karen LaRocca-Fels, Library Director, Library staff member Ellen Winchell (minutes) Excused: Christine McDonald, Karen Staples, Treasurer.
- II. A motion to approve the minutes of September 9, 2014 made by Elisabeth Hellwege, seconded by Roberta Sherman and unanimously approved.
- III. Financial Review: A motion to approve the Profit and Loss report vs actual for July 2013 to August, 2014 as amended, made by Janine Bixler, seconded by Carol Stein. Following discussion, a motion to approve Warrant #3, in the amount of \$136,040.29 was made by Roberta Sherman, seconded by Carol Stein and unanimously approved.
- IV. Public Remarks: none
- V. Communications: none. Meeting Room Use: An Application for Use of Community Room was received from Friends of the Sands-Ring Homestead Museum on November 10, 2014. The use is for an organizational meeting. The anticipated attendance for this event is 20 persons. Donations: \$50.00 was received from Dr. Capella, through the Fidelity Charitable Gift Fund and the Janet Goodrich Memorial Fund.
- VI. Director's Report: see written report.
- VII. Staff Report: see minutes.
- VIII. Committee Reports
 - a. Media Committee: The palm cards originally made now have the vote date added to them. A "*frequently asked Q & A*" section has been added to the CornwallLibraryRenovations.com website. Two pro library letters to the editor were printed in the newspaper. The Chamber of Commerce meeting is coming up on October 28, 2014.

Suzanne Vizethann will be attending. Anna Tilley, Foundation President will be attending the Lions Club on October 21, 2014. The Historical Society is meeting on October 27, 2014, Tea and a Classic will be meeting on November 12th and a visit to Munger cottage to talk to the Seniors group has already been made. At each meeting either the Library Director or a Trustee of the Cornwall Public Library will be in attendance. The next public forum will be on October 23rd, 2014. Paul Mays the architect from Butler Rowland Mays Architects, LLP will be in attendance, as will Susanne Vondrak, President of the Board of Trustees, and Karen LaRocca-Fels, Library Director.

B. Building Committee:

- i. Project Budget/Bond: Ben Gaily and Robert Hubsher received word to pass a resolution to exceed a tax cap for the bond.
- ii. Resolution: Cornwall Public Library Board of Trustees Affirmative of Negative Declaration: see attached document.

c. Foundation and Friends raised \$9500 from the Golf Tournament.

IX. Unfinished Business:

- a. Art displays: tabled
- b. Whistleblower and Conflict of Interest policies: information is being gathered for further discussion and for policy.

X. New Business: A quote of \$5,100 was received from Joseph Price Agency for our Workman's Compensation which expires on November 7th. Motion to allow Karen LaRocca-Fels to accept recommended Workers Compensation Insurance by Carol Stein, seconded by Suzanne Vizethann to take the advice of Joseph Price Agency, up to \$5,200.

a. Sound Mitigation Project: Construction documents were prepared by BRMA and are ready to go out to bid, pending board approval. The construction is planned to begin the second week in December and should conclude the third week in December, 2014. The library is asking construction company to start work at 7:00 AM and clean up by 3:00 PM. A motion to approve construction documents made by Elisabeth Hellwege, seconded by Roberta Sherman. Invitation to Bid can go out on October 24th and the bids are due November 6th, 2014.

b. Holiday Schedule 2015: The Holiday schedule was approved by Elisabeth Hellwege, seconded by Roberta Sherman and unanimously approved.

c. Cleaning contracts: We have budgeted for a five day cleaning schedule. The library currently uses Helping Hands on a month to month

basis. Three proposals are being considered. Three days full clean and two days bathrooms, garbage disposal etc. Vanguard is \$15,600, Helping Hands is our current cleaner and their fee is \$15,600, Commercial Cleaning Services is \$31,000. Other libraries were surveyed, Vanguard can be cancelled anytime with 30 days notice. The work will happen after hours, they are bonded and insured. A motion to approve Vanguard was made by Carol Stein, seconded by Suzanne Vizethann, approved.

d. RCLS 2015 Budget: a motion to approve the RCLS 2015 budget was made by Carol Stein, seconded by Roberta Sherman.

XI. Executive Session: A motion to move to Executive Session to discuss the performance of an employee was made at 8:56 PM by Janine Bixler, seconded by Suzanne Vizethann. Motion to adjourn executive session by Carol Stein, seconded by Susanne Vondrak, executive session adjourned at 9:20. Motion to adjourn the regular meeting made by Carol Stein, seconded by Janine Bixler. Meeting adjourned at 9:21PM.

Next Regular Board meeting date: November 11, 2014 7:00 PM.