



**MINUTES
BOARD OF TRUSTEES MEETING**

May 8, 2019

Meeting Room at Village of Liverpool Hall, 310 Sycamore St., Liverpool

Trustees present: MacLaughlin, Budmen, Baker, Hewitt, and Hluchyj

Trustees absent: Gutierrez and Schapley

Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board

Others: Staff

PUBLIC HEARING:

Vice President MacLaughlin called the Public Hearing to order at 6:30 p.m. The expenditure of Library funds being voted on for fiscal year 2019-2020 is \$4,143,100.

Motion to close the public hearing at 6:43 by Budmen, second by Baker.

Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj.

Final Resolution: Motion Carried

REGULAR MEETING

A. CALL TO ORDER

Vice President MacLaughlin called the regular meeting to order at 6:43 p.m

B. SALUTE TO THE FLAG

C. CORRESPONDENCE:

- Letter of congratulations from NYS Assembly member Pamela Hunter.
- Thank you note regarding our wonderful staff from a library patron.

D. AGENDA CHANGES: none

E. CONSENT AGENDA

1. Approval of April 10, 2019 Regular Meeting Minutes
2. Approval of Bills dated April 10, 2019 through May 8, 2019.
3. Transfers

Time was taken by each Trustees to review, audit, and approve all invoices. MacLaughlin reviewed each invoice and corresponding account code prior to the meeting.

Motion by Budmen second by Hluchyj.

Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj.

Final Resolution: Motion Carried

F. REPORTS TO THE BOARD

1. Financial Report - Morgan

- The Budget Status Reports dated 4/23/2019 include most of the expenditures through April and revenues through the end of March. These were previously distributed electronically.
- Bank Statements through February with balance reconciliations from LCSD were received and reviewed by the library's business office. The bank statements from Chase and Key are received by Carol Mathews with the reconciliations being done by LCSD's Michelle Stanton. Both statements were on hand

- The cash flow reports for the Library reported by LCSD’s Treasurer through February 2019 show a beginning balance, receipts, disbursements, and ending balance. The Board received copies of the Treasurer’s Financial Report showing the cash position by fund.
 - The Bill lists with invoices from 4/10/2019 through 5/8/2019 totaling \$ 44,559.69 were reviewed, audited, and approved by the Board.
 - Discussion followed.
2. Vice President’s Report – no report
 3. Director’s Report
 - The Lobby Book sale brought in \$1,806.83 in April. The wishing well contained \$33.17, gift shop purchases totaled \$134.90. The donation box held \$24.47, patrons attending movies donated \$12, and Passport photos generated \$120 in revenue.
 4. OCPL Report: The search for an Executive Director has failed. A new search will start from scratch. Interim Director Janet Park will stay until July.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATIONS

Name	Position	Effective Date
Wheeler, Tammy	Custodial Worker I (PTAN)	4/16/2019

APPOINTMENTS

Name	Position	Salary	Start Date
Reitz, Craig	Custodian II	\$52,200	4/11/2019
Highfield, Healthier	Systems Librarian	\$56,000	6/10/2019

Motion to accept the personnel changes as presented by Hewitt, second by Hluchyj.

Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj.

Final Resolution: Motion Carried

2. Surplus Furniture List

Motion to accept the surplus list as presented by Budmen, second by Baker

Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj.

Final Resolution: Motion Carried

3. First Floor Renovation Bid Award.

Trustees Hewitt and MacLaughlin were present at the bid opening on May 2, 2019.

Discussion among the board regarding the bids for the main library, and the alternate bids to include the renovation of the children’s room.

Motion to renovate the main library at a cost of \$1,064,603.60 by Baker. No second.

Motion to renovate the main library and children’s room at a total cost of \$1,244,834.00 by Hluchyj and second by Budmen. Discussion followed.

Aye: MacLaughlin, Budmen, Hewitt, Hluchyj.

Nay: Baker

Final Resolution: Motion Carried

Bids received as follows:

General Contractor:

BIDDER	BASE BID	ALTERNATE	TOTAL Including Accepted Alternate
C&S	\$ 380,800.00	\$ 108,000.00	\$ 488,800.00
PAC	\$ 450,000.00	\$ 148,000.00	\$ 598,000.00
Oliva	\$ 580,946.00	\$ 205,830.00	\$ 786,776.00
Bouley	\$ 594,000.00	\$ 147,000.00	\$ 741,000.00

Motion by Budmen to Award the contract for General Contractor to C&S in the amount of \$80,000.00, second by Hluchyj.

Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj.

Final Resolution: Motion Carried

Mechanical

BIDDER	BASE BID	ALTERNATE	TOTAL Including Accepted Alternate
K&K Mechanical	\$ 64,235.00	\$ 27,045.00	\$ 91,280.00
C&S	\$ 63,470.00	\$ 28,200.00	\$ 91,670.00
Airside	\$ 65,000.00	\$ 15,000.00	\$ 80,000.00

Motion by Hewitt to Award the contract for Mechanical work to Airside in the amount of \$488,800.00, second by Hluchyj.

Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj.

Final Resolution: Motion Carried

Electrical

BIDDER	BASE BID	ALTERNATE	TOTAL Including Accepted Alternate
Billitier	\$ 223,700.00	\$ 37,500.00	\$ 261,200.00
Patricia	\$ 233,600.00	\$ 42,900.00	\$ 276,500.00
O'Connell	\$ 259,500.00	\$ 50,000.00	\$ 309,500.00
Huen	\$ 217,400.00	\$ 42,350.00	\$ 259,750.00

Motion by Hluchyj to Award the contract for Electrical work to Huen in the amount of \$259,750.00, second by Budmen.

Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj.

Final Resolution: Motion Carried

4. Fund Balance Allocation for Main Room Furniture Expenses.
Tabled to a later meeting.

5. Change Order Approval Resolution

Motion by Budmen to grant the Director the authority to approve all change orders up to 8% (\$66,284.00) of the project total without board authorization, second by Baker.

Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj.

Final Resolution: Motion Carried

6. Library Closing

Motion by Hewitt to closing the library May 13 – May 17 to prepare the library for construction including having movers pack up the collection for storage, second by Hluchyj.

Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj.

Final Resolution: Motion Carried

H. OPEN FORUM: nothing

I. BOARD FORUM:

- MacLaughlin expressed concern with the lateness of the 2019-2020 Budget flyer being sent to voters does not allow adequate time for review before the vote on May 21. MacLaughlin indicated the budget flyer should be prepared and received by residents to allow time for review and attend the public hearing with questions or comments.
- President Gutierrez sent a message to the board indicating a thank you note was received from the Spadafore family for the board's donation in memory of Patrick Spadafore.

- Budmen reminded everyone the budget vote will be held in the Wetzel Road Elementary Gymnasium.

J. EXECUTIVE SESSION: none

K. ADJOURNMENT

Motion by Baker to adjourn the meeting, second by Budmen.

Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj.

Final Resolution: Motion Carried

The meeting was adjourned at 9:12 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board