

# **Maud Preston Palenske Memorial Library Board of Trustees Meeting January 28, 2020**

**Call To Order:** The meeting was called to order at 6:00 pm by President Ren Baldwin.

Other Board Members Present: Melissa Clapper, Patrice Rose, Jim Kodis, Rick Ast, Bill Engeln, Stephanie Mack, Liz Darato, Mimi Elwell

**Also Present:** Stephanie Masin-Director, Paula Stakely , Assistant Director, Sue Morgan, Administrative Assistant

**Absent:** None

**Visitors:** Ginny Antonson, Friends of the Library, Ross Fisher City Plumbing, Tom Hogan ABM, Scott Mason ABM, Steve Groehl, Finance , ABM, Paul Reitz, ABM

**Announcements:** None

**Friends of the Library:** Ms. Antonson reported on plans for the bookcase in front of the Library, and the Staff and Board Luncheon planned for April 14th. The Friends will consider the purchase of items for the Library prior to the April book sale. Ms. Masin is getting a list of items together for the Friends. The Friends are working on valuing and selling, to a collector, a donation of comic books. Meeting dates have been set for the year and Board members are welcome to attend. The Book Sale dates are April 23-25, 2020. Set up will be on April 18, 2020.

**Public Comment:** ABM Presentation

The staff at ABM have completed an inventory of all of the equipment, including the value, age, date for replacement and failure/replacement costs. The Library has significant financial challenges, as most equipment is beyond or is at the end of it's useful life, and should be replaced today or within 1-2 years. Funding Solutions were reviewed which include the Library's need for a predictable budget with some equipment longevity. They prepared 3 options which included the Scope of Work with Financials.

The 3 Program Options presented included energy savings and operational cost savings when replacing boilers, HVAC controls, mechanical equipment, air handlers, outside condensing units, LED lighting, sealing up the building envelope from leakage, rooftop solar, waterproofing the North wall and mechanical room, ADA parking, elevator repairs and modernization.

After some discussion, it was determined Option 1 was not the most energy efficient. Option 2 was more comprehensive and appeared to maximize opportunity for energy savings. Option 3 was the most costly.

The total cost of the option chosen is paid to ABM. The profit margin is fungible, meaning the company will have to be spot on on engineering. ABM would act as the construction manager. There would be no change orders but maybe around 10% profit, which is included in the total cost. The money from the investor goes into an escrow account, that earns interest for the Library, and the equipment is the collateral for the financiers.

Relative to the Boards cost to ABM, the amount of energy savings generated won't make all the payments. So the Board will have to budget for the shortfall. It is like a lease purchase financing and energy savings subject to annual appropriation. The Board will have the ability to say they will not appropriate money to make payments. Kind of like a revenue bond. It was moved by Mr. Kodis to pursue Option 2 contingent on funding. Supported by Mr. Ast.

Additionally, there is a Grant opportunity through ABM CARES Fund. The Library could write a grant for 30 sets of VR goggles with a charging station and interactive programs

Timeline for completion is usually a year. It takes about 8 weeks lead time to get equipment ordered. If the project was started in the spring, the cooling and maybe heating could be completed prior to Labor day.

**Approval of the Minutes:** It was moved by Mr. Kodis and supported by Mr. Ast to approve the November 26, 2019 minutes . Motion passed.

**Approval of the Bills:** Mr. Kodis reviewed the bills for November and December 2019. Mr. Kodis made a motion to pay the bills Nov 14, 2019 in the amount of \$15,021.40. Supported by Ms. Clapper. Motion passed.

**Treasurers Report:** Mr. Kodis reviewed the Revenue vs. Expenditures. He reported November financials show that investment earnings were up again. Assets in the Endowment fund were up also. The revenues are exceeding expenditures . Mr. Kodis reported the December financials show revenues exceeded expenditures. December Interest earnings were up again too. Ms. Darato moved to approve the financial reports for November and December. Supported by Mr. Ast. Motion passed.

**Old Business:** Annual meeting date revision.

The Board discussed changing the Annual Meeting date, Mr, Kodis made a motion to temporarily amend the bylaws to allow holding the Annual Meeting August 11, 2020. And there will be no Board Meeting in July. Supported by Mr. Ast. Motion passed.

**New Business:**

Miss Masin noted one CD will mature in March 2020 and she provided information on rates from current institutions.

Square terminals for credit cards have been purchased. Ms. Masin felt it would be prudent to have a Credit Crd Policy and she provided a rough draft. The Board will review the cost effectiveness of credit card use in 6 months. Motion by Ms. Clapper, supported by Mr. Ast to approve the Credit Card Policy as presented to be reviewed again in months. Motion passed.

Ms. Masin provided information on a request for furniture for the Children's Department. Mr. Kodis moved to spend up to \$7,000.00 to upgrade furniture in the Children's Department, and to make an adjustment to capital improvement in same amount, Supported by Ms. Darato. Motion passed.

Ms. Masin notified the Board the Jaeger's have forwarded the final check. She reported an update on the digitizing project.

Ms. Masin thanked the Board members for their efforts this past year to put a plan in place for stabilizing the facilities problems. She also thanked the crew from ABM fo their efforts too.

**Presidents Comments:** None

**Board Comments:** None

**Adjournment:** Motion made by Mr. Kodis to adjourn the meeting at 8:07pm. Supported by Mr. Ast. Motion passed. The meeting was adjourned at 8:07pm. The next Board meeting is February 25, 2020.

Respectfully Submitted,

Stephanie Mack  
Secretary