

Lake Pleasant Library  
Board of Trustees Meeting  
July 1, 2014

Present: Trustees: Richard Frisk, George Sengenberger, Frank Mezzano, Nancy Seifts, Karen McComb, Marion Wilbur, Toni Morrison

Absent: Laura O' Connor

Debbie Desrochers (Director), Marty Shean (Staff);

No representatives from Friends of the Library

The meeting was called to order by President Richard Frisk at 4:35

1. The minutes of the June 3, 2014 meeting were reviewed

Motion to accept Karen McComb

2<sup>nd</sup> Toni Morrison

Accepted unanimously

**2. President's Report (Richard Frisk)**

Richie explained the status of fund raisers for the summer. The June raffle drawing was held before the Trustee meeting started. The July raffle started today. There will be one in August and the quilt raffle and the "Little Man" raffle drawings will be held September 2.

Richie explained the funding process and the details of how grants and donations were working.

Grants:

1. The major grant we seek is the one from New York State through SALS. We have received a grant for \$20,000 from the Wood Foundation and \$3,000 from IBM. The Wood grant is being used to pay our engineer Jim Reis. The IBM grant is with Friends and can be used for a variety of things related to the Library but not to construction.

2. This is the way the SALS/ New York State grant system works:

a. We file a request for funding in August of the grant year.

b. In September SALS recommends grants. This is almost always the amount we will get at some point.

c. In the spring of the next year we get a letter from New York State verifying the grant SALS informed us about in September.

d. In the summer of the same year we get a check for the grant. The check is for 90% of the grant. When we complete that stage, we notify the state and the 10% held back is sent to us.

3. We have decided to use four stages for our grant submissions. Because of our location and economic situation, we are eligible for 75% of the projected costs. We are not guaranteed that but it is our goal.

4. When we apply for a grant we have to have a solid cost analysis. We then assume 75% grant and we must supply the matching funds of 25%. If the grant comes in less than 75% we must either raise more matching funds or cut costs. In early stages, cutting costs may mean doing less and extending the project. In later stages we need to raise more matching funds or actually reduce costs for the stage.

5. Our initial plan was for a 3 stage build. After we got 56% of our requested grant in 2013 instead of the 75% asked for, we had to adjust. We decided to add a fourth stage and push items from Stage 2 into Stage 3 and items from Stage 3 into a new stage 4. For stage 2 we kept the full match and reduced costs by the size of our lost grant funding.

5. This is history of our grants and matching funds:

Item	Stage 1 2012	Stage 2 2013	Stage 3 2014	Stage 4 2015
Cost of Stage	\$113,600	\$246,700	\$175,000	\$175,000
Grant sought at 75%	\$ 85,200	\$185,025	\$131,250	\$131,250
Match at 75%	\$ 28,400	\$61,675	\$ 43,750	\$ 43,750
Grant awarded	\$85,200	\$138,00		
Adjustment needed	0	\$47,025		
How adjusted	None needed	Expand to Stage 4 and move costs from Stage 2 to 3 and 4		
Match sources	Friends Pledge of \$10,370 plus Town in kind of \$18,030	Friends Pledge of \$30,000 Library surplus of \$25,000 Donations of \$6,675	Donations from public and possible smaller grants	Donations from public and possible smaller grants

We also have to add in the cost of Project Management provided by Jim Reis, our engineer. For his first two years we received a \$20,000 grant from the Wood Foundation in 2013. We failed to get a second \$23,000 from Wood Foundation in 2014. Unless we can find another grant we will need to raise that money to complete Stages 3 and 4. Jim is now working with us on plans and costs and he will write up and advise on bids. When the build phase starts Jim will be our day by day Project Manage (Clerk of the Works) and oversee construction.

For our stage 3 grant request form SALS we will need an additional \$20,000 to \$25,000 in donations.

Richie reported on the progress of fundraising this summer and discussed the raffles; Library Open Houses on July 23 and August 6 and the Library cookout July 5. For the cookout Neil McGovern is providing hot dogs, hamburgers, chips and condiments and Jonathan Lane is providing rolls, ice and soda. The Board is grateful for this help.

Richie asked that we continue to consider the need or not for new Trustee to replace Eileen Higgins.

It was requested that we meet at 4 PM in August, September and October since the Children's program will not be operating. Richie agreed.

## **Treasurer's Report**

Nancy reported that accounts look good. A copy of the report is attached to this in the Minutes folder in the Library.

The question of using the L fund for matching money was discussed. Nancy said she definitely does not think that the \$25,000 from fund balance should be used towards the building because she did not feel the L fund balance should be taken down to a couple of thousand dollars, in case of an emergency....and that it was my understanding that the addition of this figure in the grant application was only put in to show that we "have skin in the game".

A discussion followed about a report that the Town is concerned about the high utility costs for the Library. There is a possibility that the Library will be charged for its electricity cost, giving us an unexpected charge since utility costs for all Town buildings have been the responsibility of the Town for many years. Trustees had some concerns about a policy that would be detrimental to us by changing the rules. It was asked if a study had been made to determine why this situation exists. George said just looking at bills is not a study. It was pointed out that if the Town is concerned about utility costs, it should invest in the new building because all of our calculations say our utility costs for the new larger building are likely to be less than the current ones due to efficiency and insulation. The question of shutting off air conditioners at night was raised. The library is open until 9 all weeknight in the summer. Only one air conditioner is left on overnight and that at the lowest level. SALS has required us to do this but it was pointed out that SALS situation may be different due to using large servers and we could shut down air after 9 PM. It was decided one AC on now was not a factor.

A suggestion was made that we ask Nat Grid to do an energy audit. We need to understand the facts before we can respond to the Town's concerns.

## **Directors Report**

A copy of Debbie's report is attached to the minutes in the Library Minutes book.

Debbie was asked to be sure the TV for the ancestry project is up by the Open House.

Debbie was asked to see that the calendar for July and August was put on our website and also on the Chamber website.

Debbie was asked to arrange it so she could put things on the website and not wait for Jonathan Swift to do so.

There was a discussion about a problem related to a request for the library to have a copy of Hillary Clinton's book. It was emphasized by the Board that patrons should be treated with respect and making people angry was not the best way to promote the Library. The collection committee will deal with this book issue.

## **Friends of the Library Report**

No representative of Friends was attending but a note was sent to Richie. We had the locks changed and keys limited to BOT and staff. Friends President Shirley Smith requested she have a key. After a discussion Marion moved and Toni seconded a resolution that for the time being we would maintain our policy and one of the staff or Board members would come to open the Library when Friends had signed up for it. Friends could lock up when they left. Passed unanimously.

A discussion about Friends relation to the Library was held. Board members were unclear what Friends advertisements meant by "community events". While Friends have for many years

supported community activities such as the 4<sup>th</sup> of July parade and modest graduation awards to our school, it was unclear what Friends were doing now except to help the children's program. We are happy they will do that but it is a minor investment of funds. Richie is a member and will try to find out what the policy is.

### **New Business**

Karen asked for reconsideration of our decision not to reply to Friends letter asking for books to be taken directly to their shed. The feeling was we should not reply as that would aggravate a problem we did not start and replying would not help improve our relations with Friends so we will not take any action.

Questions were asked why Friends had not sent their pledged money to the H fund. Richie explained that he had filled out the forms to transfer fund from the LEC account, which is ours to access, but the transfer has not yet taken place. The \$30,000 pledged for stage 2 is supposed to be available after the CD's come due which is this summer. Richie will ask Friends to send that pledged money as soon as the CD's expire.

Motion to adjourn at 6:00 (Frank; George seconded) Passed Unanimously

Richie asked for a brief executive session to discuss personnel. No action was taken after leaving executive session.

Next meeting August 5 at 4:00 PM

Submitted by George Sengenberger  
Secretary