

GRAND ISLAND MEMORIAL LIBRARY

1715 BEDELL ROAD * GRAND ISLAND, NEW YORK/ 14072-1796 * 773-7124

BOARD OF TRUSTEES SPECIAL MEETING

TUESDAY, July 17th, 2018 5:30 P.M.

Meeting Room

AGENDA

- I. Minutes - moved to September meeting
- II. Financial Reports – moved to September meeting
- III. Correspondence – moved to September meeting
- IV. Reports
 - A. President – moved to September meeting
 - B. Director - moved to September meeting
 - C. Friends – moved to September meeting
- V. Old Business –
 - A. NYS Library Construction Grant update
- VI. New Business
 - A. 2018 B&ECPL Contract – review and pending approval

*if you have additional items please contact Bridgette or Jill Banaszak

** Please RSVP Bridgette 773-7124 if you can NOT make the meeting

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MINUTES FOR BOARD OF TRUSTEES SPECIAL MEETING

THURSDAY, JULY 17, 2018, 5:30 P. M.

LIBRARY MEETING ROOM

CALL TO ORDER: Present were:

President Jill Banaszak
Treasurer Richard Earne
Secretary Agnes Becker

Trustee Pat Rizutto
Library Director Bridgette Heintz

OLD BUSINESS:

York State Construction Grant Update (Director's Report attached)

Director Heintz reported that she has corresponded with Ken Stone regarding the 4 projects in the upcoming construction grant. Those projects are: Carpeting, External Doors, Security System and Circulation Desk. The draft for the grant is due by September 6 to Ken Stone at Central. The final grant is due to New York State on October 3, 2018.

If the grant proposal is not successful, the carpeting will still be replaced with Town funds already set aside.

Director Heintz will send biweekly reports on the construction grant progress to Board members.

NEW BUSINESS:

The 2018 B&ECPL Contract was reviewed. Motion to approve the 2018 Contract made by President Banaszak, second by Trustee Rizutto. Motion approved 4-0.

Meeting adjourned at 6:00 P.M.

Respectfully submitted,

Agnes Becker
Secretary

Special Meeting of the Grand Island Library Board of Trustees

Tuesday, July 17, 2018 @ 5:30 pm

Director's Report: NYS Library Construction Grant progress report

I have called Ken Stone (BECPL CFO) to go over the goals of the grant and the four projects included. He is available for consult throughout the entire process and had given ideas and sent copies of prior successful grants received throughout the BECPL for comparison.

As per direction from Trustee Dick Crawford, Mike Madigan (Town liaison to the library) has been consulted on the beginning steps to reach out to Nathan Taylor of Rotella Grants to assist with this process. Rotella Grants is used by the Town for all of their grant projects. Mike gave me to go ahead to start looking for quotes.

I have updated all of the contact information with the state and have created a new account for this project. All of that information was forwarded to Mike Madigan, the Town Board, and Nathan Taylor at Rotella Grants. The Library Board needs to let me know how often they want updates.

Progress so far includes:

Carpeting

All three flooring companies who submitted quotes from the last time carpeting was considered were called again. All were informed a construction grant is being pursued and that we would not know about secured funding until next year. All were informed that carpet tiles were preferred.

-GP Flooring: Tim Glassbrook came in on 7/16/18 to double check the layout of the library and verify whether anything has changed. He explained that he was the one who ordered the carpet samples the last round and we went through them. He took out the samples which were no longer being manufactured. He showed me a few jobs he had just completed at Cleveland Hill Elementary and UB at their libraries. He also explained that his quote will include floor prep and them moving the smaller shelving units and other furniture.

-Allasen Carpet: spoke with Bob Hager on 7/16/18 via phone. He will get back to me with updates on the previous quote. He asked about the shelving units as we would have to move them ourselves. I explained that may be possible on the smallest shelves in the children's area but not the larger ones. He stated he believes "the ballpark price will be around \$40,000".

-Kenny Carpets: spoke with Jean Lavin on 7/16/18 via phone. He will send an updated quote.

External Doors

Dick Crawford met with Gary Block of Door 2 Door Inc. to assess the doors on 7/13/18 (I was not present as I was on vacation). Dick asked me to call Door 2 Door back to make another appointment as the South lobby entrance was missed during the 7/13/18 meeting. I was told the following are being considered:

-North lobby entrance will have two quotes:

1) full replacement: frames, doors, electric door opener and hardware

2) replace only doors, electric opener, hardware and center post

-Replacement of north staff entrance door, hardware, and frame. Replace existing glass and grate above the door with wire frame glass.

-Replace outside storage door, hardware, and frame.

-Replace east emergency exit door, hardware, and frame. This includes combining the existing door alarm and push-pad.

Security System

-One quote has been received from Fire Safety Systems, who provide the current security system for the building. \$4700 includes one 16-channel network video recorder and 8 cameras. This quote only covers the inside of the building. If it is agreed amongst the library board and town, a second quote would have to be acquired to address outside surveillance.

Circulation Desk

-I approached Brian Hoth, the Director of the Hamburg Libraries, for the contact information of the vendor who built the new desk at the Lake Shore Library (BGI Millwork). I also looked to see what Demco and Brodart (the usual library vendors the BECPL utilize) have to offer. I have not made attempts to contact anyone yet.