

Meeting of the Board of Directors
Of the Mechanicville District Public Library
Held at the Library, 190 N. Main Street
Mechanicville, NY 12118
April 19, 2014 @ 9:00am
Reading Room

Present

Sam Carabis
Tom Golden
Andrea DiDomenico
Marilyn Erano
Laura Fisher
Michelle Duell

Absent

Jim Levesque

Guest

Dave Hicks

- I. President Carabis called the meeting to order at 9:03am
- II. Tom made a motion to approve the minutes from the March 15, 2014 meeting, seconded by Marilyn.
- III. Correspondence: Unique continues with a 51% on returns. Joanna Valente sent a Thank You note for the Triskele concerts. Elise Hunt sent a Thank You note for the Triskele concert. MASCS sent a Thank You note for food for fines.
- IV. Financial: Tom read into the minutes Warrant 18 in the amount of \$14,417.62 for 21 claims, Marilyn seconded. Tom read into the minutes Warrant 19 in the amount of \$11,421.08 for 14 claims, Marilyn seconded. Tom read into the minutes Warrant 10 – Capital Building Fund in the amount of \$1,121.92 for 1 claim, Marilyn seconded. Received donation in the amount of \$200.00 from Paul Loatman – Royalties from his book. Received Financial Reports for building project from BPD.
- V. Building and Grounds: Sam, Michelle and Laura met with Mosaic on 4/17/14 regarding heat loss issues. Went over plans and gave him a set of pictures from the construction project. Mosaic will set up another meeting together with Greco here at the Library. Johnson Controls came into check out the HVAC system due to a complaint made by Mr. Hicks regarding a thumping sound. Johnson Controls did not find any issues. Received quotes from Mastropietro Concrete, Charles Dyer and Sons, Ross Concrete and Paul's Lawn Care (waiting for quote) regarding Library Grounds – snow plowing and landscaping. Received quotes from Johnson Controls for security cameras for the library. Time Warner does not render this service. Board asked for more quotes for security cameras. Received quotes from ESCO and Johnson Controls regarding HVAC maintenance. Tom made a motion to accept Johnson Controls for maintenance of the HVAC system, Andrea seconded, Discuss: Johnson Controls has a good track record with the library, they are fair and come when they are needed.
- VI. Election of Officers – Sam Carabis is up for re-election. Election will be held on April 30, 2014.
- VII. Programs: Received SPAF grant in the amount of \$3,000.00 for concerts in the park series. Received donation in the amount of \$150.00 toward summer programs from the Connors Agency. Received donation in the amount of \$150.00 toward summer programs from Jack Byrne.
- VIII. Old Business: Edge Initiative – Laura explained that the Edge Initiative focuses on technology and the library. Staff should know how to use all machines, programs and future technologies in order to be prepared to help patrons and their needs. Laura asked that staff have the ability to take advantage of classes and workshops not only

in the library but at other venues as well. Tom made a motion to approve staff training as long as it does not exceed the budgeted line item of \$2000.00, Marilyn seconded.

Tom made a motion go into executive session at 10:25am to discuss Salaries, Marilyn seconded.

Andrea made a motion to adjourn from executive session at 10:40am, Tom seconded.

Andrea made a motion to accept the 2014-2015 Budget with the minimum wage increase of \$8.75 hourly wage for part-time employees earning less than that amount and a 3% increase for part-time staff under the \$12.00 ceiling along with a 3% increase for full-time salaried employees.

- IX. New Business: Next Meeting Date is May 17, 2014. Letter was sent to the Town of Stillwater for funds relating to library users from Stillwater. SALS Annual Meeting is May 19, 2014.
- X. Guest: Dave Hicks attended the meeting. Mr. Hicks had questions regarding the Bricks from the construction; who paid for the extra time put into re-cutting them. Mr. Hicks was told that Greco ate that cost. Mr. Hicks has concerns that the insulation is not up to par for the new addition that is why we are having heating problems. Regarding lawn care, Mr. Hicks asked why community service could not take care it. The board mentioned liability concerns regarding community service using machinery. Mr. Hicks wanted to know if snow removal from premises was part of the package regarding the quotes. Mr. Hicks asked why the library can't buy security cameras on their own and install them. It was explained that there was no one here to maintain them if something should go wrong. Mr. Hicks ask what the HVAC contract actually covers. It was explained that it covers routine maintenance of the system. Mr. Hicks asked about databases such as Chilton, All Data, and Mitchell. These items will be looked into for prices.
- XI. Adjournment: Tom made a motion to adjourn at 10:50am, Andrea seconded.