

Pavilion Public Library  
Board of Trustees Meeting  
May 4, 2016

**Present:** Trustees: Deb Davis (President), Karen Kingsley (Treasurer), Joan Gray (Secretary), Jean Brokish (Trustee), Suzanne Schauf (Library Manager) and Linda Thompson (Town Board liaison).

**Guests:** Mr. and Mrs. Edgar Hollwedel

President Deb Davis called the meeting to order at 4:30 p.m. after bills were reviewed and signed.

**Minutes:** Motion made by J. Brokish, seconded by D. Davis to accept April 6, 2016 minutes.

4 Ayes 0 Nays

**Approval of Bills:**

National Grid	\$119.68
National Grid (outside light)	32.75
RG&E (April gas bill)	169.98
Card Member Services	166.09
Baker & Taylor	68.19
Mid America Books	237.30
Nioga LAA (Jan-April)	2232.04
Suzanne Schauf (mileage)	97.20

Motion made by J. Brokish, seconded by J. Gray to approve the bills. 4 Ayes 0 Nays

**Treasurer's Report:**

K. Kingsley handed out the April Checkbook Register for the Operating Account document which included outstanding bills, interest earned and balance. The National Grid payment for January continues to be in the process of clarification. We have not received any information about the 2014 audit as yet.

Motion made by J. Gray, seconded by D. Davis to approve the treasurer's report. 4 Ayes 0 Nays

S. Gould (Vice-President) arrived at 4:40 p.m.

**Manager's Report:**

April was very busy for the painting and carpeting in the main area so it was open for only seven days. The Children's addition is progressing. A Grand Opening on June 4 is being planned with the Friends of the Library. The Town Newsletter will have an article about the addition and Grand Opening. Harley at Nioga designed the invitation. The sample was shared with those at the meeting. Nioga has offered to print the invitations. D. Davis, J. Gray and S. Schauf gathered names and addresses for the Grand Opening. They will meet to do the addresses next week.

**Project Manager's Report:**

The addition is scheduled to be completed the week of May 16<sup>th</sup>!

Painting is supposed to be completed by May 11<sup>th</sup>.

Town Highway brought in many loads of dirt for grading before the top soil is added around the project area.

One change order involving the air conditioning unit

Protective door area carpets, vacuum, and kids' chairs have been ordered with some of these already delivered.

Two large rocking chairs still needed and online research is being conducted.

Stump designed by Rick Pratt (Corfu), for the children's Kindles was presented using an online sample.

Ed Hulme Construction bill received.

Sidewalk discussion

Motion made by K. Kingsley, seconded by S. Gould to approve the project change order and payment of bills.

5 Ayes 0 Nays

Motion made by J. Brokish, seconded by K. Kingsley to purchase two (2) white large based rockers for an estimated cost of \$400 each. 5 Ayes 0 Nays

Motion made by J. Gray, seconded by S. Gould to purchase the designed stump by Rick Pratt for \$1000. 5 Ayes 0 Nays

**Old Business:**

The Annual Report is now completed and submitted.

The proper account to pay for the vacuum cleaner was discussed.

Motion made by J. Gray, seconded by J. Brokish to approve the purchase of a vacuum cleaner to be paid from the equipment account. 5 Ayes 0 Nays

The Trustees Banquet will be held May 24, 2016. All are encouraged to attend.

The Landscaping committee met May 3, 2016. Using Charlie Lytle's design (which is similar to Bubba's) and suggested plantings would be a considerable savings than contracting with Bubba's Landscaping. Landscaping cannot be paid from the NYS Construction Grant. The Town Highway people are able to do preparation work and Day of Caring people are able to do the planting.

The committee recommended: Using Charlie Lytle's design  
Plants and shrubs to be picked up \$664  
Landscape fabric approximate \$100  
Manure from S. Gould  
Black mulch approximate \$264 (4" thick, \$44/yard delivered) Bubba's  
Borrowed equipment/tools

After discussion, the Weeping White Pine tree was changed out for a bright pink tree peony (if available).

Motion made by J. Brokish, seconded by S. Gould to follow the committee's recommendations including substituting of the tree peony for the pine tree. 5 Ayes 0 Nays

Suzanne will contact the Town Highway to pull out the old plantings, shrub stumps and fabric. They will need to contact the utility company due to the outside light underground wire.

May 18, 2016 is the Day of Caring. Suzanne will meet with the organization to set up the plans. Lunch will be prepared and/or provided by Suzanne and a few others. Lunch will include taco salad, macaroni salad, meat tray, sub rolls, fruit, cookies and water.

Motion made by J. Gray, seconded by K. Kingsley to pay for the lunch and water for the volunteers.  
5 Ayes 0 Nays

Tina Schofield arrived at 5:46 p.m.

Tina assisted the Board to determine the proper procedure to pay Visa for project materials.

**Adjournment:**

Motion made by J. Gray, seconded by S. Gould to adjourn at 5:56 p.m. 5 Ayes 0 Nays

The next business meeting will be at the library at 4:30 p.m. on June 1, 2016.

The next project meeting will be at the library at 4:30 p.m. on May18, 2016.

Respectfully submitted,

Joan Gray