

Pavilion Public Library
Board of Trustees Meeting
June 1, 2016

Present: Trustees: Deb Davis (President), Steve Gould (Vice-President), Joan Gray (Secretary), Jean Brokish (Trustee), Tina Schofield (Project Bookkeeper), and Linda Thompson (Town Board Liaison).

Guests: Mr. and Mrs. Edgar Hollwedel
Tom Flint (Ed Hulme Contractor Company)

President Deb Davis called the meeting to order at 4:35 p.m.

Tom Flint from Ed Hulme Contractor Company spoke to those present about this construction project. He wants a list made if there is anything that needs adjusting. He related that this was a challenging yet fun project which he enjoyed. He appreciated the project meetings with the various members working as a team.

Mr. Flint left at 4:41 p.m.

Minutes: Motion made by S. Gould, seconded by J. Brokish to accept May 4, 2016 minutes.
4 Ayes 0 Nays

K. Kingsley (Treasurer) arrived 4:42 p.m.

S. Schauf (Manager) arrived 4:46 p.m.

Treasurer's Report:

K. Kingsley handed out the May Checkbook Register for the Operating Account and Checkbook Register for donations and grants documents. There has been no activity from the Capital Account in May. There was an error in the bills listing from May 4, 2016. The amount of the Card Member Services should have been \$681.28.

Motion made by J. Gray, seconded by S. Gould to approve the May 4, 2016 minutes as amended.
5 Ayes 0 Nays

The National Grid Account is now accurate.

The treasurer is waiting to hear from The Bonadio Group concerning the 2014 audit.

Motion made by S. Gould, seconded by D. Davis to approve the treasurer's report. 5 Ayes 0 Nays

Manager's Report:

Patrons are pleased with the new layout and addition. Storytime children will have lots of room now. LeRoy, Pavilion and Stafford Kiwanis donated \$150 for the Summer Reading Program. On May 18, a group from the LeRoy Rotary did landscape work as a United Way Day of Caring project with lovely results.

Nioga held their Annual Trustee's dinner at Terry's Corners. The Pavilion Board of Trustees received the Norman Sinclair Trustees Award! This is a recognition of dedicated service to the community. There is a plaque and a \$100 gift for the library. Truly, an honor for the Board, who appreciates Suzanne's effort in nominating the Pavilion BOT for this award.

Project Manager's Report:

All members of the project team reviewed the project to create the Punch List. Tom Flint will follow-up on that completion and any other items, as he mentioned at the beginning of the meeting. The final payment will be made to the architect. S. Schauf and T. Schofield will meet with Lisa Erickson to close out the project. If the library shows NYS what the remaining 10% will be used for then they will release the money.

The Town Highway crew sprayed grass seed along the west and south sides of the project area. Humphrey Electric will be installing new security pads and connections. This will cost \$1569.

Motion made by K. Kingsley, seconded by S. Gould to approve the Project Manager's report.
5 Ayes 0 Nays

Project Bookkeeper's Report:

T. Schofield handed out the General Construction Account information. She reported that there is \$4627 remaining which does not include the 10% hold-back from the NYS construction grant.

The total for Breezy Hill is \$13,600. This includes bookcases, window seat, shelving under the Barn Door storage area and trim work.

If there are no more change orders, the remaining total to Ed Hulme Contractors is \$123,978.33.

Motion made by J. Gray, seconded by S. Gould to approve the Project Bookkeeper's report.

5 Ayes 0 Nays

T. Schofield left at 5:15 p.m.

Old Business:

Air Conditioner Issue: President Davis explained the sequence of the air conditioner issue. Pipitone, the A/C subcontractor, installed two (2) three phase air conditioners as per engineer's blueprint plans. These were incorrect for this building. Pipitone refused to make any financial changes. Pipitone then installed two (2) single phase air conditioners. Ed Hulme contractor paid Pipitone for both installations. This was thoroughly discussed at the May 17, 2016 project meeting. T. Flint (Hulme), Smart, S. Schauf as Project Manager compromised to each pay \$900 for a total of \$2700 (the cost of the two single phase units). A change order for \$900 was made. This has not yet been paid. D. Davis attended this project meeting.

President Davis spoke with Reid Whiting, Town of Pavilion Attorney, on May 24, 2016 at 4 p.m. for nine minutes. Following is a summary of their conversation. (E-mail from D. Davis will be included in these minutes.

Reid says that Suzanne had the legal right, by our authorization, to make a binding decision for us. Once the change order is signed, it becomes the contract. He said she made a decision as the person who was involved on a daily basis. He said that liability would not matter and he didn't need to review the contract. (I (D. Davis) gave him specifics of the AC error, the discussion the concerns, etc.) He said if we have money to pay this, he feels we should pay it and move on.

Town Supervisor Howard sent an email that will be included with these minutes. He advised us on disposal of surplus equipment which the Board will follow.

Motion made by J. Brokish, seconded by D. Davis to accept the A/C process as it unfolded and dispose of the two (2) three phase air conditioner units according to NY State law. 5 Ayes 0 Nays

Motion made by J. Brokish, seconded by K. Kingsley that the two (2) three phase air conditioner units are excess and of no use to the Library. 5 Ayes 0 Nays

Grand Opening: President Davis typed up the programs and there are 100 printed. Tom Flint has a large red ribbon which we will use for the ribbon cutting ceremony. Suzanne has planned on having several people up in front, but only seven will actually cut the ribbon: Assemblyman Hawley, Senator Ranzenhofer, County Legislator Torrey, Pavilion Supervisor Howard, Mr. and Mrs. Edgar Hollwedel and Library Manager Schauf. She will provide each with red handled scissors. Suzanne will prepare a tri-fold brochure with library information. There will be parking assistants. Dignitaries will park in the side driveway. Pop-up Tents will be borrowed from the Town and about 20 chairs will be set up. There will be a donation plaque display. This fundraiser will be promoted at Pavilion Day on June 25. Summer Reading Program information will also be provided. Small water bottles, cheese and crackers, hors d'oeuvres and cookie trays will be provided for the refreshments.

Signing of Bills:

Baker & Taylor	\$257.57
QBI	590.75
Card Member Services	472.98
Bubba's Landscaping	396.00
Grossman's Garden & Home	623.63
RG&E	27.54
Card Member Services	124.27
Johnson Newspaper Corp.	199.75
Children's Plus Inc.	345.42

Motion made by J. Gray, seconded by J. Brokish to approve the bills. 5 Ayes 0 Nays

Adjournment:

Motion made by J. Gray, seconded by J. Brokish to adjourn at 5:55 p.m. 5 Ayes 0 Nays
The next business meeting will be July 6, 2016 at 4:30 p.m. at the library.
The next project meeting will be June 15, 2016 at 4:30 p.m. at the library.

Respectfully submitted,

Joan Gray