

WELLER PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes September 12, 2023 6:00 pm

CALL TO ORDER: By Marie Gagnon-Chair At 6:14 pm

TRUSTEES: Marie Gagnon-Chair 8-25, Jim Leid–Vice-Chair 8-27, Sherri Erikson 8-24,
Rebecca S Wilson 8-26 *Ending Term date after name

Library Supervisor - Sarah Roberts

City Council Representative - Jillian Henze

Absent: All present

GUESTS: Elia Whelchel

Minutes: E-mailed on 8/9/2023

Moved to accept by Sherri Erikson 2nd by, Marie Gagnon **APPROVED**/REVISED

OLD BUSINESS:

- Recruitment of new Trustee and hire of additional help. **ACTION** - Executive Session Marie will take a letter to Randy to request Andrea Cheryl Tyler be hired for the support staff and a letter to Mayor Dunn and the City Council to appoint Beka Compton as Board Trustee.
- **Inventory and Building Replacement Costs: Update** - The premium will be \$8,450. It has been placed in the budget through Randy.
- **Report on upstairs windows and door - Update** waiting they have been ordered.
- **Report on downstairs painting - Update** Andrew Knee has said he will be unable to complete this project. Marie will contact other painters to see who we can get for this project.
- **Budget Review: Action** - Thursday at 1pm Rebecca, Marie, Jim, and Sarah will meet at the library, to put the final touches on the proposed 2024 budget to present to the City Council. It was suggested that we should increase the Capital Outlay to \$30,000 so that new plumbing and some electrical and lighting can be started upstairs. The amount of \$30,000 is approximately half of the amount needed to complete this project. Asking for \$30,000 will allow us to apply for a Library Capital Improvement Grant which requires a 50/50 split. The \$4,723.00 left in this year's Capital Outlay will be combined with the \$5,000 grant to complete the painting of the first floor. We need to speak with the Friends to see if they would like to help with some of the upstairs projects.
- **Projects: We are continuing to thinking about how the library should look and projects that need to be done in the next 5 years (strategic plan)**
- Elsom Roofing did not come. Marie will talk with Randy about when the warranty expires and make sure the work is done under warranty and question the Elsom Roofing company about this problem.
- Projects currently in progress and items that need to make the library a welcoming safe historically esthetic environment follow:

1. New windows - ordered from Jim's glass - should be here in about 4 months - there is concern about weather and ice when they put the new windows in.
2. New electrical- \$56,000 for a 400 amp service with new lights and other fixtures.
3. HVAC units-\$28,000-36,000 compressor and install heads
4. New plumbing- \$2,700-\$3,000
5. Update bathrooms/kitchen area - cost?
6. Repair/replace damaged ceiling and walls, to include installing new sheetrock, taping - cost?
7. Paint walls-cost?
8. Refinish hardwood floors-\$17,000

- **NEW BUSINESS**

- **Review of purchase order forms - Action** the purchase orders were approved.
- **Little library sidewalk box - Update** The new little library box will be put up where the current one is. McGregors has donated materials and labor to attach the box to a metal pole and Marie and Louie will complete the installation in the next couple weeks. The old little library box will be put in the basement until discussion with the Friends for its new location is had.
- **Mission, Value and Vision - UPDATE OF MISSION STATEMENT? Table until new Trustee on Board.**

From the web site: The Weller Public Library is a dynamic civic resource that supports an informed community, lifelong learning, and the love of reading by providing all area residents access to the universe of ideas and information.

The New York Public Library: The mission of the New York Public Library is to inspire lifelong learning, advance knowledge and strengthen our communities. We will start to work on the mission statement at the next meeting.

- **Librarian Report: - see attached**
- **Next Meeting:** Tuesday October 10, 2023 at 6:00 pm
- Adjournment: 7:52 pm Submitted by: Rebecca S. Wilson