

**LaGrange Association Library
Committee Reports
April 2022**

Board Development/Nominating (Suzanne)

Did not meet

Building (Kristen)

Pasted at the very bottom is the full text of the architect's response to our discussion from last month's board meeting.

In summary: we notified the architect that we'll commit approximately \$300k to phase 2 and informed them of the children's inventory to allow for adequate shelf space. We confirmed that the architect's fees are true. They are aware that we plan to apply for grant money. They'll review several sketches with us before we decide the final layout. Next step would be to expect the architect to provide us with construction documents for phase 2 that will go to bid. (Reminder: does not include West Wing Expansion i.e., meeting room and adult areas).

From the architect:

- The fees are based on our estimate of the number of hours necessary to develop and complete the construction documents and administration of this project. We feel that they are an accurate reflection of the effort involved. Our overhead has risen through inflation in the past few years, during which we haven't raised our fees for any clients. We have a backload of work right now but want to make sure we are there for you, a respected and repeat client. We spent well over our budgeted hours on the last phase of the project in order to make sure you were fully served and were able to move into your new space with minimal disruption. Lastly, this is a smaller project than the last renovation, which reduces the efficiency of scale (we still have to do the same basic bidding requirements, front end, administration, grant assistance, etc.), which makes the percentage of fee versus the amount of construction slightly higher.
- We should begin the 2022 Grant cycle with a response to the MHLS letter of intent this Spring (in the next few weeks) and begin scoping the grants pieces for eligibility and getting budgets from contractors to update the current bid environment. Applications will likely be due in July.
- Part of these services will be the Children's Room FFE (Furnishings, Fittings, and Equipment). The inventory is noted.
- During the development part of the work, we will review several sketches with you regarding the layout options, and help the committee make the best decision on finalization.
- Water bottle filler is noted.
- Ms. Heslin may sign the document. Please just also print her name above the signature and write "Board President." You may strike Ms. Hawkes.
- The proposal was to update the Master Plan (layouts of architectural spaces, furnishings, etc., examination of sitelines, inventory of expected furnishings, solicitation of pricing from a contractor) for the Children's Area Expansion and for the West Wing (Meeting Room and Adult Areas) Expansion of the Second Floor. The second part of the proposal is to provide construction documents (as you say, construction-ready) and bidding and construction administration for the Children's Area expansion. It does not include implementation of the West Wing Expansion at this time (which we understood to be the Library's intent). Material costs are currently seeing dramatic volatility. We will have a Construction Manager with whom we frequently work provide updated pricing and contingency numbers for the new work budgets as part of this work and the grant application.

Bylaws/Policy (Lucy)

The By-Laws and Policy committee will be presenting the two items in the Google Doc folder for Board consideration. Kevin will be presenting our report.

Capital Campaign (Kevin)

The capitol campaign committee has been asked to help prepare a presentation for Mary to make at a May meeting of the Rotary Club.

Finance (Dan)

The Finance Committee met in March. The following is a summary of the meeting:

- The Committee discussed hiring an independent auditor. It was decided to have the audit done at the beginning of 2023, once the books for 2022 have been closed out. Quotes have been received from five auditors, and the committee has a leading candidate, but the committee would like to know who the Town of LaGrange uses first.
- The Disposition of Surplus Property policy was reviewed, adjustments made, and then forwarded to the Bylaws/Policy committee. The committee has 4 more policies to write over the next several months.
- An update to the Bylaws with regards to the role of the Treasurer was discussed and forwarded to the Bylaws/Policy committee.
- The library now has checkwriting services established directly with the Capital Campaign fund at Vanguard so bills can be paid directly. With regards to deposits, when capital campaign donations are received, the proceeds will be deposited into the operating fund, and a corresponding transfer to the capital campaign fund will subsequently be made. The transfer of \$93,035.36 was made from the operating fund to the Capital Campaign, as approved at the last Board Meeting.
- The process of selling the IBM and Kyndryl stock has begun, but a Medallion Signature Guarantee is needed, which requires the Board to specifically authorize Mary DeBellis as Library Director to sell the shares.
- The next meeting is tentatively scheduled for Wednesday April 20, 2022.

Fundraising (Kevin)

The fundraising committee designed a flyer with an appeal for donations for National Library Week. Anne, Dan, Dan's daughter and I met at the library on Monday April 4 to stuff and address envelopes, which went out to our previous donors list.

Long Range Planning (Keith)

No report

Personnel (Suzanne)

Did not meet

Friends (Anne)

The Friends were pleased to fund the purchase of games for the adults and teen games club. From March 1 2021 to February 31 2022 the friends raised \$2360 in the sales of books and tote bags.