

**LaGrange Association Library  
Board Committee Reports  
February 2022**

**Board Development/Nominating (Suzanne)**

Suzanne will confirm that Melanie and Tim will be able to attend this month so we can vote them onto the board. Kevin is checking their references.

**Building (Kristen)**

Kristen and Mimi met with Paul Mays and Meghan Brennan from Butler Roland Mays (Architect) via Zoom on February 18 and discussed the following:

- 1) The grant timeline of the NYS Division of Library Development (DLD) is such that the Mid-Hudson Library System (MHLS) will reach out to LaGrange Library soon -- in March -- regarding whether we want to apply for a project grant.
  - A) LaGrange Library has received this grant before (for Phase 1)
  - B) The application for a project grant requires a narrative describing the project and its estimated cost.
  - C) Our "project" currently is the Children's Activity Area, i.e., East Side Expansion, now called Phase 2 (we are no longer calling it Phase 2A).
  - D) LaGrange Library must be able to match whatever grant amount we may be awarded (i.e., we must have the money available to match). Generally, we are unlikely to be awarded more than 50% of the project cost. The max award is 75%, but this is extremely rare.
  - E) The last time we had an estimate for the Children's Activity Area was in March 2021, for \$278,842.63
  - F) The architect will put together a proposal with an updated layout and new estimated cost for Phase 2. They will help us respond in March to Mid-Hudson's question of whether we are planning to apply for the grant. The actual formal application is in July. Right now, for March's purposes, we need a general description and a general cost estimate for the grant.
- 2) The architect will also provide us with an estimated cost for Phase 3
  - A) This estimated cost can be publicized in our Capital Campaign for our overall funding goals.
  - B) The estimated costs to which I refer are separate from the "Bid Process." They are Pro Bono estimates provided by contractors friendly with our architect. Barone Construction (who we used for Phase 1) is one of those contractors. We'd still have to go through the Bid Process down the line.
  - C) Phase 3 consists of the meeting room on the adult side (i.e., the West Side); the adult collection; the Friends space; and the expanded staff workroom behind the checkout desk
- 3) The architect has a lot of work to do
  - A) This includes the architect entering and evaluating the new Tenant space (which they've never done before); and re-evaluating for height and load/weight restrictions
  - B) The fire protection system (Sprinklers) was a major added cost from Phase 1. Work on the sprinklers is not expected to be a large expense in Phase 2
  - C) Our previous quote for Phase 2 excluded Collection Relocation expenditure. This was a big add-on expense for Phase 1 but should not be as expensive this time. Maybe the Children's Space can be temporarily relocated to the Community Room while construction is underway
- 4) The architect will be adjusting the proposed layout and will present it to us for review when they're done
  - A) There is concern that there may not be enough shelf space for books.
  - B) Maybe we need more stacks. How many stacks do we need?? We need to learn our inventory, and let the architect know
  - C) The staff break room may need to be shifted or re-sized, depending on plumbing location

- D) The Children's "Work Room" will be dually used for children's programs and as a teen space when there are no children's programs scheduled.
  - E) The staff office currently sits between the Children's "Work Room" and the toddler alcove. This is out of the path of travel, but also difficult to supervise. The toddler alcove and the staff office location may be swapped
  - F) A container//water bottle filler may be added
- 5) Our Homework:
- A) We need to let the architect know when we hear from MHLS about the grant application.
  - B) We need to let the architect know what dollar amount we are comfortable applying to Phase 2
  - C) We need to let the architect know our inventory to determine how many stacks are needed for the Children's Area

### **Bylaws/Policy (Lucy)**

The Safe Child Policy and the By-Laws amendment, which are on the web, will be moved by the Committee.

### **Capital Campaign (Kevin)**

Capital Campaign has not met yet.

### **Finance (Dan)**

The Finance Committee did not meet in February, but conducted business via e-mail discussions.

- The committee reviewed 5 financial-related policies (Cash handling, Cash on Premises, Electronic Payments, Insufficient Funds, and Travel, Continuing Education, & Staff Development) which have been forwarded for Board approval
- The sale of IBM and Kyndryl stock was initiated, as approved at the February board meeting
- Paperwork was filed to establish check writing privileges from the capital campaign account

Going forward, the committee has 5 new policies to write and needs to review quote submissions regarding a CPA annual audit.

### **Fundraising (Kevin)**

Fundraising has been planning for the event next week.

### **Long Range Planning (Keith)**

No report

### **Personnel (Suzanne)**

Did not meet

### **Friends (Anne)**

Some of us took a field trip to check out the new Pleasant Valley library and the Friends facilities in their location.