

Aurora Free Library
Meeting Minutes
May 18, 2023

Present: Susan Deacon, Dennis Looney, Sue Dean, Natalie Kimbrough, David Eckhardt,
Zoom: Lars Peterson
Excused: Thea Miller
Staff: Sandy Groth
Guests: Ellen Wikstrom

The meeting was conducted via ZOOM and in-person. The one Zoom trustee participant address was posted prior to the meeting.

- A. Susan called the meeting to order at 5:37 pm.
- B. Conflict of Interest/Consent Agenda – No conflicts of interest were noted. Susan motioned to approve the consent agenda, Dave seconded. CARRIED
- C. Treasurer's Report -
 - a. Thea was not present, but reported via email that everything is on track.
- D. Director's Report (Sandy)
 - a. Summer programming planning on track
 - b. Received \$5,000 of Community Arts Regrant funding for library summer programming and 2 MOH performances
 - c. Sexual Harassment Policy: NYS has an updated policy, reporting and training videos. AFL will adopt the state's template moving forward. Dave moved to accept the new policy, Dennis seconded. CARRIED
- E. Fundraising (Susan Dean)
 - a. **Plant Sale:** The total profit was \$825. Donations came from Cayuga Landscape, McKissick Farms, Aurora Gardens, and local gardeners.
 - b. **Book Sale:** July 28-30th. Robin and Marie have begun sorting books. Plan to move the books on July 26th. Marie and John Dentes will generously be hiring people to move the books. Susan Dean to reach out to Barb Blom regarding volunteer sign ups.
 - c. **Fundraising Training:** Susan Dean and Dennis will be attending the Emerson Foundation training in June.
- F. Morgan Opera House (Lars)
 - a. 5/27 8 pm Petty Thieves
 - b. 6/28 7pm Brig Juice brass band concert in the AA Field
 - c. Susan made the motion to add two new committee members, Julie and Lori Kabelac, to the MOH committee. Dennis seconded, CARRIED.

G. Preservation (Dave)

i. **NYS Bullet Aid Requested:**

1. Dave, Sandy, and Susan worked this past week to submit two letters of request for \$10,000 of "Bullet Aid" for libraries from our State representatives Senator Rachel May and Assemblyman Jeff Gallahan.

ii. **NYS Aid for Library Construction Program – Roof Reconstruction**

1. Funding for \$33,610 was approved in late December 2022 by the State Education Department for repair of the west-facing gable roof tiles and fascia boards (Project number 0386-22-9243). A check for \$30,249 (90% of the grant) was received and deposited at CLNB in January. A revised contract proposal for the project submitted by Hale Roofing of Horseheads, NY was approved by the AFL Board of Trustees at the April 11 Trustees Special Meeting at a cost of \$68,044.
2. Hale has ordered the roof tile and is awaiting confirmation of a delivery date. Mobilization may be expected in mid-summer. Hale Roofing costs will be invoiced at 50% upon mobilization with the balance due upon completion.
3. Dave applied for and received a Roof Application Permit from the Village of Aurora, at a cost of \$50.
4. A Capital Fundraising effort is proposed to establish a Building Fund to help offset costs to the Library. The roof project can be used as a kick-off event to publicize the need for Building Fund donations, but it is anticipated that the fundraising will progress for at least three years to address other Library projects, including window renovations, exterior surface repair and painting, and additional roof repairs.

iii. **Morgan Opera House Air Conditioning:**

1. Ellen has worked with Taitem Engineering of Ithaca to address Preservation Committee comments to develop a new proposal to assist the AFL in the design, specifications, and installation of a suitable AC system for the MOH. The Dentes family and Triad have generously proposed to donate a combined \$30,000 for the project. Additional funding will be requested through a grant application through the 2024 New York State Aid for Library Construction Program, which must be submitted to FLLS by Sept.
2. MOVE to award the "Morgan Opera House Air-Conditioning Project" design contract to Taitem Engineering, PC in the potentially full amount of \$ 29,200 * for specification design, installation-contractor bidding, and installation oversight services. Additionally, the Board of Trustees designates President Susan Deacon as the contract signatory for the Aurora Free Library.

MOVED BY: Dave E.
SECOND: Susan Dean
ACTION: Carried

3. Commentary on Motion – This contract is supported in part by a kind donation from John and Marie Dentes and the Triad Foundation. Application for additional grant aid will be submitted by September 1 through FLLS to the New York Aid for Library Construction Program. Taitem has agreed to meet our deadline of August 1 for their submittal to the AFL of an installation-contractor bid, which is required as part of our application for State Aid. Taitem will ensure that price increases and other contingencies are built into the bid so inflationary pressures will be covered when construction is initiated in 2024. The project will likely require upgrades to the existing ventilation system and electrical panel. Taitem will bill us as each phase of the project is individually completed – If the project does not proceed to the bid or construction phase, AFL will not be liable for those contractual costs. * The contract cost approved herein is \$29,200, with \$18,688 to be paid this year for the design through bid phases, and that \$10,512 for the construction phase would be invoiced in 2024, pending acceptance of an installation-contractor bid.
4. Need to invite Sarah G. from FLLS to come view the project. Dave and Steve will set this visit up.

H. New Business

- a. Jail Update: Susan Deacon, Sandy and Natalie to finalize the furniture order.

- I. Adjournment – Susan moved to adjourn the meeting, Sue Dean seconded. CARRIED.
Meeting adjourned at 6:41 pm.

Next meeting: June 15th