

Brewster Public Library Board of Trustees Minutes February 27, 2019

In attendance: Peter Carey, Rob Gosselink, Karen DeSantis, Michael Conn, Jackie Boissonnault, Peggy Bruen, John Blaser, Gina Loprinzo, and via telephone, Kathleen Sakowicz.

Board President Peter Carey called the meeting to order at 5:12 p.m.

No public comment.

Approval of the January Minutes: Peter Carey motioned, Peggy Bruen seconded, approved.

Financial Report:

There was a discussion about the end of Fiscal Year and closing the books. It was suggested that a professional accountant will be asked for a pro bono review of procedures so the library can direct how expenses incurred in one year but paid in another year be posted to the financial report. Michael Conn motioned to accept the financial report, Jackie Boissonnault seconded, approved.

Director's Report:

- Gina Loprinzo updated everyone on the outcomes of the RFP process for the four construction contracts.
- After discussion, John Blaser motioned to accept the lowest bids on the four contracts, Michael Conn seconded, approved and directed the architects to proceed with preparation of contracts for:
 - General Construction - Barone Construction Group - \$1,760,000
 - Mechanical Contract - Vamco Sheet Metal, Inc. - \$463,000
 - Electric Contract - Veith Enterprises, Inc. - \$265,000
 - Plumbing Contract - Southeast Plumbing Corp. - \$158,100
- Ideas for fundraising and reducing costs were discussed. A new subcommittee for publicity, fundraising, and coordination of community service projects was discussed.
- Other construction needs were discussed such as temporary collection storage.

Old Business:

The Brewster Garden Club has requested to use outside space on Saturday, June 8. Peggy Bruen shared a letter from the Garden Club requesting the use of the patio space for distribution of garden tour tickets. Our lawyer will be contacted to be sure we have the correct insurance and a hold harmless agreement. Item to be discussed for final approval at the March Meeting.

New Business:

- Review and approved 2018 annual report. John Blaser motioned to approve the annual report, Rob Gosselink seconded, approved.
- 2018 audit. A representative from Bender and Associates will be invited to the March meeting to discuss the 2018 audit.
- A letter from the MHLS representatives was distributed. They would like to come meet the board. They will also be invited to join us at our April meeting.

- Marketing materials have been offered by a patron. This will be discussed further at another meeting. It was suggested that the MHLS representatives might have insights into marketing options.
- Capital expenses: Jacobowitz & Gubitza invoice for \$1296.58. John Blaser motioned to pay the invoice, Michael Conn seconded, approved.

Open items:

Peter Carey has spoken with Ken Clair to get a date for AED training for the library staff and interested board members. He will make arrangements for a Tuesday morning training session and report back.

Soup Kitchen volunteer day is Friday, March 1.

Gina Loprinzo reminded the board that the library staff and Board members need to complete sexual harassment training. Rob Gosselink will reach out to our insurance carriers to inquire about free training from UTICA.

John Blaser motioned to adjourn the meeting, Rob Gosselink seconded. Meeting adjourned at 7:29 p.m.

Submitted 3/7/19

Karen DeSantis

Trustee