

Warner Library Board of Trustees
APPROVED MINUTES – October 20, 2016

Present: Library Trustees: Edward Berry, Sharon Camlic, Liza Glover, Michele R. Gonzalez, David Huber and Patricia Pinckney; Library Director: Maureen Petry; Liaisons: Rachelle Gebler and Mary McGee; Absent: David Neilsen

Chairperson: Ms. Gonzalez called the meeting to order at 7:10 pm. A motion was made by Ms. Glover and seconded by Mr. Berry to accept the minutes of the June 16, 2016 Board meeting. All board members present agreed. A motion was made by Mr. Huber and seconded by Ms. Pinckney to accept the minutes of the September 15, 2016 Board meeting. All board members present agreed.

Ms. Gonzalez attended a meeting held by Beth Hanson to discuss Warner starting a seed library. Ms. Gonzalez expressed that the group would need a place to pick up/drop seeds, need flyers in both English and Spanish, would like a parcel of grass at Warner to plant seeds and are hoping to get input on what kind of seeds people would be interested in from the patrons in town. Ms. Gebler asked if she was able to get companies to donate seeds and if a thank you letter could be sent to them to acknowledge their donation.

Ms. Petry said if seeds were donated, a thank you note could be issued to the donor. Ms. Petry stated that she met with Beth Hanson and Warner has a small card catalog that would work fine to keep the seeds in.

Director's Report: Mrs. Petry presented her report: Michael Blau, Village Administrator, Tarrytown signed the contract between the Village and CW Brown for the Third Floor renovation. Erika Conradt of CW Brown filed the application for the building permit on October 7 with the Village of Tarrytown and she said would follow up with Dan Pennella, Building Inspector, Tarrytown.

The library has been moving and clearing out the third floor for the renovation. The large items are more complicated: a piano moving company will be here on Thursday, October 27 to move it to a storage closet. Ms. Conradt was in the library and will advise the library of a moving company to assist us in taking the Literacy Volunteer partitions down. She will also find out if the conference room table can be dismantled but remain in Conference Room during construction.

The Literacy Volunteers will be moving their books and material to the back tech office and a space will be made for the Senior Benefits Group to move their material to the Reference Meeting Room. October 27 will be the last Boces class held on the third floor.

Mrs. Petry used the two colors recommended for the third floor walls on the tech office walls. The board isn't happy with the choice of color for the third floor after seeing it up. Ms. Glover, Ms. Gonzalez and Ms. Pinckney has agreed to send Mrs. Petry paint color choices and she will have them painted onto the meeting room walls to determine what color would be best to paint these rooms. Mrs. Petry is hoping to have a decision at the November 17 meeting as to not hold up the project. It was suggested that a poster showing where all the funds supporting the third floor renovation be displayed for patrons information.

Architect Donald MacDonald was here on October 4 to start the building envelope study with building consultants Ron and Amy Isles of Building Integrity Associates. Their initial comments were that the

building was basically in good shape. We asked them to be sure to address cleaning the building and the front steps. The wooden step at the front door is of particular concern.

Ehrlich Pest control was here on October 10 to install netting to keep birds from nesting above the front entrance. They will be returning in a week or two to see if there is something that can be done about the seam in the front of the netting. I will also speak to them about areas around the netting that the birds may still be able to perch.

After reviewing the 1929 building plans, Mr. MacDonald noted that they were in fragile condition and suggested digitizing the plans. Mr. Berry agreed to look at the plans and suggest what should be done to stabilize them.

Carey & Walsh was here to change over the HVAC from air conditioning to heat on October 6. They returned today to replace the evaporator coil in the air handler which was on order.

The Friends of Warner Library raised \$10,838 at the books sale on October 15 and 16.

The board is grateful to Dave Neilsen for his hard work and coordination of the Headless Halloween Mini-Golf event. They also are thankful to all of the volunteers who worked hard on creating the holes, those who volunteered preparing, decorating and taking down the holes; and those who stood around during the day. The mini-golf netted \$8,322.66 (\$4,800 in sponsors and \$4,569 in ticket sales and miscellaneous donations).

Mrs. Petry stated that the Community Benefits Program of New NY Bridge grant will be paid in three installments and that Warner Library will need to make the payments and be reimbursed. Mr. Berry recommends that both CW Brown and Lothrop Associates be given the structure that is required for the grant billing so requisitions can issue to satisfy the grant requirements.

The library held a fire drill and the building was emptied and secured within 2 minutes and 58 seconds. Some library staff took and passed a CPR class. One thing learned was that if you need to call 911, call from a land line so the location is recorded. If you must call from a cell, call the Tarrytown police (914-631-5544) directly to insure your call isn't send to a call center which then takes time to route to your local police.

The meeting was adjourned at 8:25 pm. The next meeting is scheduled for Thursday, November 17, 2016 at 7:00 pm.

The Board went into executive session to discuss a personnel matter.

Respectfully submitted,

Regina Butcher