

**Called to order at 7:00 pm by Heather Frank**

Members present: X indicates member NOT present

Tom Boucher	Mary Herlt	Sharon Gavitt
John Butler	Emily Nadler X	Linda Tracy
Heather Frank	Kim Maynard	Christine Zakrzewski

**Staff Present:**

Sara Kipp, Director	Anne-Marie Hallum, Treasurer	Michele Barron X
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**Friends Update:** none

**1st Public Input session:** none

**Old business:** none

**Motion to accept the minutes** of the previous regular meeting as recommended by the Secretary:

Made by: Tom Boucher      Seconded by: Linda Tracy

Passed unanimously? **YES/ No**

**Finance committee report /Treasurer's Report** presented by: Heather Frank

- Consider adding an additional committee member in case of absences
- Idea alternating substitute
- Remove Emily Nadler from the bank account - pending paperwork
- Will need a resolution to establish a capital project budget - pending lawyer response
- Time to pay retirement - advise we pay \$17994.00 in December

**Treasurer report** - AnneMarie Hallum

Reviewed all reports. See full reports:

- Budget - doing well
- Received \$309,750 from school
- Gilbane bill - will be paid from budget but later transferred to capital project budget
- Vote expense was under budget

**Motion to approve the Treasurer's Report:**

Made by: John Butler      Seconded by: Sharon Gavitt

Passed unanimously? **YES / NO**

**Motion to approve audited claims** of \$23,842.10 as of November 15, 2021

Made by: Mary Herlt      Seconded by: Tom Boucher

Passed unanimously? **Yes/No**

**Building and Grounds** given by none

Topics discussed:

**Director's Report** given by : Sara Kipp

Report reviewed. Topics discussed: ( see full report)

- Awarded \$5,000 from JM Macdonald foundation
- New law Oct 19. All reports must be made public at least 24 hours prior to meetings
- Building keys stolen from Van in Glens Falls - SALS is paying for lock change
- Farm to library doing well - emptying out quickly - currently root vegetables
- Erie Canal Impact Grant - Friends put in for this \$12,000 grant. The money will have to come through us. Decision December 2021.
- Planning committee has to go over 5 yr plan

**Building Planning** Sara Kipp

- Met today with Paul - He expects the committee will need to meet approximately every 3 weeks. Proposal-Monday nights at 5:30pm.
- Joe Mueller suggested LEED certification (energy efficient design) - offered to pay for investigation
  - We should consider: environmentally friendly materials (concrete/cement), heating, on demand hot water heaters....
  - Unsure how much of the above have been included in the proposal from Paul at Chazen
  - Talk with Chazen about the above to see how much we can include in the build
  - Decision not to proceed with LEED certification-just do the green options & not worry about the certification
  - Tenants should be out by the end of the month (Nov)
  - We should close by 12/31
  - Insurance estimate for empty building is \$3,443.73 includes: property, liability & fire
  - Estimate from Doyle for security \$1280 to install wireless security
  - Meghan Brennen - architect on the project - just completed the Guilderland Library
  - Building committee should reaffirm commitment of 3 members max - committed to appx every 3 weeks Mondays 5:30 - should be given approval to progress within a \$ limit. (Tom/Heather/John)
  - Board decision that Building planning should be dissolved & work will be done by Building & Grounds going forward

**Personnel/Policy Report** given by none

**Trustee Training** given by Christine Zakrzewski

- Chris will check into how/if we can use the Zoom trainings to train at our local meetings & have it count
- How would you like us to track if so

**2nd public input session:**

**Action Items:**

**Motion** to have Doyle Security install a security system at the fiber mill for the amount of \$1280 upon closing.

Made by: Mary Herlt                      Seconded: John Butler

**Motion** to approve the early payment to NYS retirement in the amount of \$17,994.00 by December 15th

Made by: Linda Tracy                      Second: Tom Boucher

**Motion** to insure the Fiber Mill with Amsure insurance in the amount of \$3443.73 for property & liability insurance, effective the date of closing

Made by: Mary Herlt                      Seconded: John Butler

**New Business:** none

**Correspondence:**

- Do we respond to the letter of unrest? decision-No
- Congratulatory letter from Valley Falls library

**Executive Session:** none

**Adjournment** \_8:11\_\_ pm

*Minutes recorded by the Secretary, Christine Zakrzewski*