

DeWitt Community Library Minutes for 16MAR17

Present:

Carl Austin, James Trevvett, Max Ruckdeschel, Doug Arena, Mary Keib Smith, Lauryn Gouldin, Barbara MacDonald, Meisje Havens, Jill Enright, Jaime Ashe, Lydia Wasylenko

Also present Wendy Scott, Andy Sedwick (Sedwick Business Interiors) Chad Rodger & Sarah Stertz (King and King)

Not Present - Susan Germain, Nina Brown

Call to Order

The Meeting was called to order at 5:34

Director's Report (Library Update and Flood)

- Flood started in food court
- Compressor in the heat pump needed to be replaced – quote was \$3000
- Potential Café providers - Provisions is interested – Wendy will meet with them. The manager at the convenience store in the mall interested in library

Presentation of Furniture choices and interior design (King and King)

Sedwick presented proposal based on touchstone. Meeting regularly with interior designer, Mary, Wendy and area specific librarians. The general “gist” of the spaces are being worked on.

Founded in Rochester – now offices in Syracuse, Ithaca and Corning

Working for design and feel for the purpose and function of each space

Private offices: L shape, some U shape with filing underneath storage, task lights– guest chairs are optional. Seating package includes diagnostics and repairs

Staff work area is multi-function marker boards, task boards – very mobile)

Coat trees – free standing

Task seating - two options – staff going to try samples

Small meeting rooms

Rectangular and round options depending on the space

Chairs and stackable, rollable and are under warranty

Large Meeting rooms – flip top table – specially designed to stack and fit in the storage area

3 Chair options

Lounge area – Bernhart design

Comfortable durable, stain will match

Laptop table that works with multiple different chairs

Will there be chairs that are more accessible?

Mobile reference desk – affordable

Wider chairs – could accommodate parent and child

Teen Space

Chair – mobile when no one is seated

Hermann Miller public – chair table combo with power

Some modular seating

Wall mounted counter for computers

Children's Area

Floor pads

Computer table with poofs/ottoman like seating

Children's meeting room same fold up tables, large stackable chairs and small stackable chairs

Fabric – Lydia expressed concerned regarding cleaning - vinyl is being discussed

Lauryn asked about Wheelchair accessibility, we have more children that need accessibility than adults using the library

Maker space Flip top tables (casters will lock so the tables won't slide)

Stools and Chairs

Mobile storage – also need lockable

Carl – are we at the stages where we know quantities – yes – the next step is finishes and textures

Lisa is the design consultant from Sedwick

Carl - What is the lead time for the furniture?

Desking and chairs 4-6 weeks

Lounge can be up to 12 weeks depending on fabric choices

We are encouraged to come to the showroom and check it out

Lydia – do you provide ergonomic advice? Yes. Are the table/desk adjustable – they can be. Is stand up desk and option?

Someone from Sedwick will be there to help adjust seating

Jaimie – will there be task lighting – yes LED task lighting

Carl – how are we doing with the budget – we are doing well, get state purchasing price

Lounge pieces need to be ordered by May

Sedwick will handle storage prior to delivery. Project manager will oversee all installation.

Mary – has there been anything specific discussed for the “between the stack” alcoves. Sara - Should look at smaller and mobile

Miesje – we need arms for seniors. There are two lounge options

Lydia – will there be more tutoring type tables around – Wendy – we are hoping most tutoring will be in the small meeting rooms

Sara showed the adult area – 10 computer work stations and several tables

Only adult rocking chairs

Mary – Sara has been working on colors and patterns – Cassy can give us a review of the finishes combined with the furniture
100 West Court Street is the showroom room/warehouse
Mary – email her if you have follow up questions. They will be forwarded to Chad and Sara
The rock pillows are still in play. Cleaning is the issue

General timeline update:

Movers tentatively scheduled for August. Hard open September 1st. Library will be closed 1-2 weeks
Shelving timeline is better than originally planned. We will want to do a donor party preview

Approval of Minutes February 16, 2017

Move to approve - Max, Lydia

2 abstained

Treasurer's Report (Carl)

Draft copy of the Audit report. Wendy will provide a copy of the 990 if we want it
Page 1 – required communications
Page 2 – nothing new
Page 3 – so far so good
Should have an understanding of the report
Financial position – move away from investments as we build –
2.6 million into the project
Liability – payables up
Shifted from restricted to building which is unrestricted
Operating statement - all was as expected. We don't see changes after the audit
Up half a head
Fundraising
Sign. Increase in assets through grants
Support services – year over year
Management Recommendations
One check went out unsigned and the bank cashed
FDIC recommended but it is not really necessary as the cash is going down
Separate account for construction expenses – not really necessary as checks go through the
bank loan – will come from the bank directly
Big bill from Hueber-Breuer
Deadline for litigation is end of March
Feb – very close to budget – under on periodicals and on labor
No surprises on construction – winter cost is less

Committee Reports

Nominations: scheduling of orientation – Wendy has been ill – new date will be sent

Old Business –

Café updates Sweet Praxis – sent samples Jamie approached them for drop off services, a case with their stuff. We cut them a check and sell it. They have Vegan and gluten free options and, coffee by Recess coffee.

Provisions is interesting in staffing. Staffing via volunteers is an issue, then you get into issues of money and sanitary regulations.

Mary - Still thinks there should be a separate committee for Café

Avoid tree nuts and peanuts

Ideally there is an organization that takes over the space

Jamie talked to another couple that owns a restaurant School and Vine – they were reluctant

Lydia – when the café opened in Bird it became the busiest on Campus

Smaller donations for families and kids – needs to be discussed – Amphitheater bricks, benches, patio out back

Adjournment

Motion to adjourn at 7:00 Mary, Doug 2nd

These minutes were approved at the April 2017 Meeting.