

Community Library Association

Board Meeting (via Zoom)

May 15, 2023

Board members in attendance: Dave Bennett (Zoom), Sandie Enders, Susan Skowron, Steve Lackey (Zoom), Sarah Welch, Heidi Brayer (Zoom), Kate Vavpetic, Suman Golla (Zoom)

Advisory Board members in attendance: Jim Mitnick

Staff members in attendance: Jill McConnell, Kelley Beeson, Nadine Ostrowski

Guests: Craig Collins, Axis Architecture

Meeting called to order at 7:03PM

Nadine Ostrowski Introduction

Welcome to new board member Heidi Brayer (Sharpsburg)

Motion to approve minutes from last meeting; approved

Revised Lower-Level Plans (Axis Architecture)

- Plan 3A
 - Shift to concentration on natural light for public spaces
 - 3 large programming spaces (1 that is dividable; 720 sq ft in its entirety)
 - No café; instead, good vending machines
 - Tech Services stays in current position
- Plan 3B
 - Only change is removal of central stairway
 - Double storage area
 - Cons:
 - Only way downstairs is stairwell near elevator
 - Far walk
 - Pros:
 - Greatly reduced cost (saves \$91K)
 - Way for natural light into the periodical room
 - Adds architectural/design interest
 - Integrate upper and lower level better
 - Back entrance would become more of a main entrance
- Plan 4A
 - Most cost-effective plan
 - Minus 1 programming room (keeping largest dividable room)
 - Keeps existing corridor which would no longer serve as storage
 - Saves \$70k
 - Maintains storage areas (which could be converted into public space if needed)
- Revised Cost Estimates
 - (11/21) \$928k (before rise in materials costs)

- (6/22) \$1.8m
- **(5/23) \$1.2m for plan 3A**
 - All estimates include tech but no loose furniture
 - 2019 quote for furniture: \$200k
 - \$25k less with plan 4A
 - \$120k less with plan 3B (no stairs)
 - Can bid out for stairs separately
- A decision on which design the board would like to use is tabled at this time

Governance: (Steve Lackey)

- Executive Committee and Director Meetings
 - 1-on-1 meetings monthly with Director
 - EC will meet every-other-month
- Publicizing Board Meeting Information
 - Want to keep public informed of board goings-on
 - CLP has meeting dates, minutes, upcoming agendas etc. on library website
 - Steve would like 1 year of board info on library website
 - Motion to share minutes for previous year & agenda for next board meeting on library website (Dave; second Heidi) Motion passes
- Board Retreat
 - Morning (9-12) meeting on-site July 22nd to tackle strategic plan, governance, and fundraising

Treasurer's Report: (Dave Bennett)

- ERTC funds (government pandemic assistance) \$305,812 has been received
- New format for sharing financials
 - 1 page summary income statement (comparison for adjusted budgets and previous year)
 - Jill and Dave will work to refine exact revenue timings
 - New format is easier to look for and understand variances

Agreements and Policies Review (Action Items)

- Internet Safety and Use Policy (Jill McConnell), EDI Policy Statement (Jill McConnell), Revised Lease Agreement (Steve Lackey)
- Motion to approve: Kate; second: Suman. Motion to approve 3 polices passes

Director's Report (Jill McConnell)

- No comments or questions

Strategic Plan Update (Jill McConnell)

- Worked from Erie County Public Library's Strategic Plan
- 4 areas of focus that goals and objectives will be built upon
 - Connections, Collections, Capacity, Curiosity

- Library's mission of Cultivating Lifelong Learning is interwoven among the four areas of focus
- Board will discuss board-specific sections and roles going forward at retreat in July
- Will add more capital campaign plans/issues to strategic plan
- Plan will be completed end of June and shared with Board in July
- Staff will add assignments and timeframes

Other Business

- Mold in basement
 - Will hire professional to address

Executive Session

Meeting Adjourned 8:34pm

Accepted by: 

Date: 5/16/23