

Clarence Public Library Board of Trustees Minutes

August 28, 2024 4:00 PM

SPECIAL BOARD MEETING

Approved

Roll Call: The meeting was called to order at 4:07 PM by Judy Hilburger. A quorum was present.

Present: President Judy Hilburger; Secretary Marlene Arno; Treasurer Marjorie Ebersole; Trustee Dawn Olczak; Trustee Sue Powers; Town Board Liaison Bob Altieri

Excused: Vice President Joseph Zinni; Director Monica Mooney

III. President's Report

The purpose of this Emergency meeting to read, review and approve the Resolution required to submit, by the deadline, the grant application to the NYS Library Construction Fund Grant originally envisioned to replace the failing HVAC system .

V. Liaison Comment

Bob was thanked for his follow up with the town on the exterior grounds projects i.e, the garden/shrub mulching. He advised he is working closely with the new Parks Superintendent, Jason Holden in securing the curb cutaways and some pavers that will be scheduled for installation following the large project at the Town Clubhouse. He also mentioned that the Lions Club is revitalizing the medical equipment library.

VI. Public Comment - none

VII. Unfinished Business

• Building/Maintenance Issues:

- **HVAC** – Monica requested confirmation on March 30, 2023 of the town's approval to proceed with the application and development of a grant from the *NYS M Library Construction Grant Fund for a new HVAC system*. This award could cover 50% of the project costs. Tim Lavocat, Town Engineer, in April 2023 cautioned that the town needed to do an evaluation of the needs.
 - Town approval for participation in this grant was received in May 2023.
 - Monica is continuing to seek this funding which would involve all or part of an HVACR replacement (a seven figure cost). Unfortunately, the required reports have not been received and the September grant deadline has been missed. The CPL board and the B&ECLS are concerned that the NYS funding may not be available much longer and are urging libraries to submit by the scheduled guidelines. This funding source is critical to the health and safety of library staff and guests as the HVAC is unreliable.
 - While the Director awaits the Town Evaluation of Need reports, additional service/repair support documentation is being collected.
 - In February 2024, Monica exchanged several emails with Andrew Wiede, Coordinator of the Library Construction Aid program, regarding the grant funding timeline (begins with application and needs documents) and maximum award (50%) for this project. Details are available in the February 26, 2024 Director's Report.
 - On March 4, 2024 Town Engineer Tim Lavocat was in the library with an outside Engineer from Rochester for the investigative phase for the new HVAC system. Tim will advise Monica when he has the scope and cost proposal for this initial phase, so she can prepare and submit the NYS Library Construction Aid Grant application.

- Update on HVAC Project from Tim Lavocat 4/12/24. Tim recently contracted with 2 consultants to perform the final assessment and feasibility study to determine best options for the HVAC system improvements/replacement and ultimately a preferred solution. As he moves through this process, Tim will keep Monica informed on when he needs to access the building and then ultimately what the findings are and a path forward to an actual project. The consultants plan to get started soon.
- On May 16, 2024 Monica met with Tim Lavocat, Town Engineer, and Bob Altieri, Town Councilman and Library Liaison for an update on this project. The September 3rd Grant application deadline is approaching. Currently, the project is in the study phase with 80% of the report complete. Soon the project will shift to the options phase to determine the best solution for replacement of the HVAC system. Then will come the non-binding cost estimates from contractors. When this information is available, the Director will be able to prepare and submit the grant application by the due date of September 3, 2024. If a meeting is needed to submit the grant one will be scheduled.
- **Boiler Issues** – Issues of the boiler not working occurred the weekend of November 18-19, 2023. The lack of heat caused leaking of the pipes which, in turn, caused a couple ceiling tiles to leak. These leaks were in the same areas as last year, adult fiction and near the Children’s computers. For health and safety, the areas were cordoned off with caution tape and cones. Monica worked with Aaron, the Parks Department, Dan Michnik, Tim Lavocat and Town Hall to get the issue addressed. The boiler part was repaired on November 20. D.V. Brown and Stark Tech (formerly U & S Services) were scheduled to check the settings and software program that controls the HVAC.
 - **Continued issues with boiler** – During December 2023 both D.V. Brown and U&S Services spent several days attempting to deal with the major mechanical and software issues. Some problems appear to be fixed but others remain: Smell of gas, lengthy time for boiler to start up in the morning; ceiling leaks when interior temp drops into low 60’s; ‘flame failure’ error code requiring close monitoring.
 - **Ceiling Tiles** – The water damaged ceiling tiles from the December leaks were replaced on January 30, 2024. Thank you, Clarence Parks Department.
 - **Snow Storm** - The library closed early on January 17, continued closed on January 18th due to loss of power. The power returned on January 19 when the library re-se t The phone service (Spectrum) was out for several days. In January 2024, the boiler failed several times (flame failure) and the Parks dept was called to restart the boilers. The Friends purchased three space heaters for staff to survive the cold.
 - **Gas Smell** – Issues continue and town responds to calls.
 - Tim Lavocat has a site meeting/visit scheduled for Monday 6/24/24 and from there the report will be finalized with the recommendations for the replacement of the HVAC system.
- **GRANT RESOLUTION-** Bob advised that after considerable time and expense the best solution for our current issues would be to hold off on a new HVAC system due to a number of factors (changing legislation on regulatory standards, current equipment design unproven, and new sustainability focus and direction is unclear). The Boiler and compressor will be replaced and those costs are expected to be approximately \$99,000, fifty percent will be covered by the grant if awarded. Monica has prepared the grant and needs the approval of the Board to submit the grant package immediately. The resolution was read and approved on August 28, 2024 at a Special Board meeting.

VIII. New Business

- **Resolution read, reviewed and adopted for the approval of the NYS Library Funding Grant** – *resolution was ratified unanimously*

IX. Next Meeting

The next Trustee meeting is scheduled for Sept 23 at 4:00 (a change from 4:30). The public is welcome to attend

X. Adjournment

The meeting was adjourned at 4:45 PM. *Motion to adjourn. Motion: M. Ebersole 2nd: M. Arno*
