

## Ramsey Free Public Library

### Meeting of the Board of Trustees August 14, 2023

The August meeting was called to order at 7:33 p.m. by Mrs. Martin with the reading of the public meeting law. Also present were Mr. Bogaenko, Mayor Dillon, Mrs. Knauss, Mrs. McCaskey, Mrs. Rennie, Mrs. Thorp, Trustees, and Director Latham. Mrs. FitzPatrick, Mrs. Ohnegian, Mrs. Palchisaca, and Councilman Gutwetter were absent. The minutes of the June 12, 2023 meeting were accepted as received on motion by Mrs. McCaskey, seconded by Mrs. Thorp, and passed.

**Correspondence:** None

**Library Board Members Comments:** There was some discussion about researching options for the fountain replacement.

**Treasurer's Report:** Upon motion by Mrs. Martin, seconded by McCaskey, approval to pay the June and July bills was unanimously passed.

**Director's Report:** Director Latham forwarded a complete director's report, but the following three items were those which were covered during the meeting.

The first topic was the holiday swap proposal which was previously agreed upon; all that was needed was official language as an addendum to the current union contract and a board vote. Both the union representative and the library's attorney have reviewed and approved the language. Upon motion by Mrs. Rennie, seconded by Mayor Dillon, swapping Columbus Day for the day after Thanksgiving on the library's list of holidays was unanimously approved.

The second topic was the staff training day proposal. The trustees had been receptive to the idea of holding four staff training days, two half days and two full days. Therefore, Director Latham requested that the library be closed for a full day on Thursday, August 24<sup>th</sup> for staff training. Upon motion by Mrs. Martin, seconded by Mrs. McCaskey, closing the library on Thursday, August 24<sup>th</sup> for staff training was unanimously approved. Director Latham delineated some of the proposed topics which will be part of the training.

The final topic for discussion was the HVAC plan of action proposal which Director Latham had created. However, since exact start dates are not yet available, much of the proposal is still in flux. It is expected that the project will run from October to December. The annual book sale will be cancelled but there will be a jewelry sale in December. The HVAC units will now be shipped in December; they were previously set to arrive on November 1<sup>st</sup>. The contractor still thinks that the same timeline can be followed as most of the work needs to be completed before the arrival and installation of the HVAC units. The total project was estimated to take roughly ten weeks, and the community room will not be available for the entire ten weeks. All material will need to be removed and relocated from the community room closets. Other items throughout the library will need to be relocated for the duration of construction. This may involve renting some type of temporary storage space. Since the public bathrooms will not be available for a period of time, the library will need to be closed, estimated to be from one week to three weeks. The staff can still work in the building as the staff bathroom will be accessible although their workspace will need to be determined. It is not yet clear as to whether staff will be able to work in the back office area during construction. There will be a system of doorside pickup for all items. BCCLS will be able to enter through the front sliding doors for interlibrary loan delivery. The staff has already begun planning creative ways to accomplish as much programming as possible without access to the community room. Events are being planned offsite (community center and elsewhere), on the library grounds (gazebo area), utilizing other spaces in the building, and virtually. Events will be smaller in scale and fewer in number than usual. It is expected that library hours will remain the same, but only two staff members will be needed in the evening. Additionally, it is estimated by the contractor that the children's room will need to be closed for approximately a week. The back parking lot will also need to be partially or fully closed for storage of equipment and materials for the project. Gallery space for the fall will be limited to the vestibule glass cases only. The community will be kept informed about the HVAC project in many different ways, and there will be announcements sent to the schools. Director Latham has been assured by the architect that the library's

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current HVAC system will continue to provide heat during the construction phase since cold weather may arrive during the project. Supplemental heat, such as propane heaters, was suggested. For bad weather, the contractor will monitor and adjust work schedules and plans as necessary. Director Latham is still working out the details so in many respects adjustments will need to be made on the on the fly.

**Consent Resolution:** None

**Public Comment:** None

**Unfinished Business:** None

**New Business:** None

At 8:01 p.m., the meeting was closed on motion by Mrs. Martin, seconded by Mrs. Rennie, and passed.