

UNAPPROVED MINUTES OF THE
PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 28, 2016

Present:

Mrs. Laura Oden-Bell, President, Absent with prior notice
Mrs. Ann Doxsey, Vice President
Mr. Dave Gottlieb, Trustee
Mr. Michael Giris, Trustee
Mrs. Ellen Ryder, Trustee

Mrs. Marilyn Kappenberg, Director
Mrs. Judith Nilsen, Assistant Director
Mrs. Dorothy Klotz, Principal Account Clerk

The Vice President led the Board in the Pledge of Allegiance.

The meeting was called to order at 6:58 P.M. by the Vice President.

Discussion of the lower level HVAC replacement unit 2- Marilyn Kappenberg provided Board members with the estimated cost for hiring an architecture firm for the development of the lower level HVAC replacement unit 2 project. The Director also told the Board that the estimated replacement cost of the unit would be approximately \$91,000.00. At this time up to 50% would be funded by a New York State grant.

The Trustees reviewed the proposals from three architecture firms. Ellen Ryder asked why there was such a big difference in their fees. The Director explained that two of the architecture firms were fairly large. One company contacted found the project too small and was not really interested. The company charging the lowest fee has worked successfully with the Library in the past. The Director also said that she had spoken with the New York State Office of Facilities Management and was assigned a project director.

Marilyn Kappenberg showed the Board the present unit 2 water tower located in the Library's Boiler Room. The water tower would be eliminated and replaced with a new compressor that would be located outside the building. Dave Gottlieb added that the compressor is really not noisy. The Director said that according to the architect the new Compressors emit much less noise.

Ellen Ryder asked how a bid for a project is done. The Director explained that the architect will prepare the bid documents after approval is received from the NYS Office of Facilities Management. She must then advertise for bids in two public places, such as newspapers. She may also contact companies who have worked at the Library in the past and invite each to place a bid. The blue prints and specifications would be accessible for contractors on-line. The bids will be open in the Library and the Principal Account Clerk will record each bid. The Trustees will then approve the winning bid at the following Board meeting,

Michael Giris asked if the unit could be put on the side of the Library building instead of at the back. The Director said that decision would have to be made by the architect.

A motion was made by Dave Gottlieb and seconded by Michael Giris to hire architects Beatty, Harvey and Coco at an estimated cost of \$13,000.00 to handle the HVAC Unit 2 replacement project.
Motion unanimously approved.

Ellen Ryder asked about the Local History Room's new doors. Marilyn Kappenberg spoke with the contractor about the grain of the wood. After examining the doors, she saw that the small inner panels on the doors were crooked. The contractor was contacted who will resolve this problem. Ann Doxsey asked how the doors would look with the stain. The Director thought a darker stain would be best. Ellen Ryder asked if she had to go to bid. The Director said she did not have to go to bid for the staining of the doors as it

a very small project and well under the bidding limit.

A motion was made by Ellen Ryder and seconded by Michael Giris to adjourn the Board meeting at 7:35 P.M.
Motion unanimously approved.

Date of the April Board of Trustees meeting is April 18, 2016.

Secretary's Signature

Date Approved

Secretary's Initials

