

PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
August 13, 2020

Attendees: Stephanie McLaughlin, Nick Robertshaw, Susan Stone, Karen Franco, Amy Emke, Heather Fidler, Megan Burlington, Wanda Rusiecki, and Brian Avery (Director)

Absent: Virginia West

Call to order: Meeting was called to order via zoom at 6:55.

Minutes of Previous Meeting: Motion to approve by Stephanie & 2nd by Heather. All in favor.

Director's Report: A copy of the report was provided to all trustees. Items discussed were:

- During the Hurricane Isaias power outage, many people used the library's wifi, from both inside and outside the building.
- A study on how long COVID viral load remains on library materials has been published; it showed that 99.2% of the virus is gone after an hour.
- The Little Free Library on the Appalachian Trail will need to be re-stocked at least once a month. Amy, Wanda, and Karen volunteered.
- Annual staff and trustee harassment training is due for 2020.
- With one exception, patrons have been compliant with the mask-wearing rule.
- The *Assurances: State Aid for Library Construction Program* document was read aloud. Move to approve the *Assurances* by Stephanie, 2nd by Megan. All in favor.
- Move to approve the director's report by Stephanie, 2nd by Amy. All in favor.

Treasurer's Report: A copy of the report was available to all trustees on request. Move to file.

- Move to take \$1,000 from the staff development budget line and move it to the children's book budget line, by Stephanie, 2nd by Nick. All in favor.

New Business:

a. Centennial.

- Current plan: the centennial activities will begin in May of 2021 and go through May of 2022, culminating with the gala.
- Centennial fundraising will focus on the new children's wing.

b. Book donations. Because the COVID pandemic has put the annual book sale on hold, and storage space is at a premium, a portion of the recently donated

books have been passed along to the Pawling Resource Center, the Fishkill Correctional Facility, the Mid-Hudson Regional Hospital Behavioral Health Unit, and Wonderland Books.

- c. Reopening Procedures. The Re-Opening Policy Committee is going to revisit the rules.
- d. The Board wants to thank Dennis Munnely for his generous years of service on the Board. His expertise has especially been put to good use as a member of the Buildings and Grounds Committee. Dennis, we will miss you.
- e. Next Meeting. Move to change the date of the next Board meeting to the first Thursday in September in order to hold it digitally in compliance with the Open Meetings law, by Stephanie, 2nd by Wanda. All in favor.

Motion to adjourn by Stephanie, 2nd by Susan. Meeting adjourned at 8:20.

Respectfully submitted by: Karen Franco, Secretary

Next Meeting September 3, 2020 @ 6:45 p.m.

ASSURANCES: State Aid for Library Construction Program

The applicant hereby gives assurances of the following: (check all boxes that apply)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
 - The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
 - The project will be conducted in accordance with all applicable Federal, State and local laws and regulations.
 - For any project involving the acquisition of real estate (vacant land or land and a building), the applicant certifies the following:
 - The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
 - The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
 - State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
 - Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.
 - The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.
- OR**
- The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law 273-a] project described within this project application.

OR

If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:

- Financing/interest fees or costs
- Retirement of long-term debt even if the debt was originally interim short-term financing (ie, must be retired in less than one year)
- Rental or leased equipment
- Warranties (other than the manufacturer's warranty customarily provided with such product)
- Recurring maintenance fees
- Recurring repair costs
- Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
- Recurring software licenses, hosting, maintenance or training fees
- Internal labor costs
- Training end users

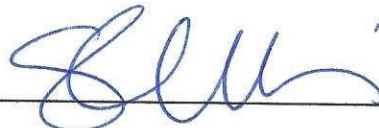
AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the

Pawling Free Library at a legal meeting on

August 13 2020.

Signature of President, Library Board of Trustees: _____



Name of President (type or print): Stephanie McLaughlin