

Castleton Free Library
Special Board Meeting
March 7, 2022
APPROVED (March 28, 2022)

Present:

Board: Chair Nancy Mark, Pat Schroeder (Pat S), Patrick Keller (Pat K), Joan Brown, Pam Arel
Library: Mary Kearns, Library Director
Community Members: Tom Kearns
Via Zoom, Sue Day, Sue DeCarolis, Normandie Keller (all members of the Friends) and Earl and John (Giancola Construction)

The meeting was called to order by Library Director, Mary Kearns at 5:34pm.

As this meeting is a reorganization of the Board for 2022-2023, the first order of business is the election of new officers.

Motion made to keep the same slate of officers to include: as Chair, Nancy Mark, as Clerk, Pat S and as Treasure, Pam Arel by Joan and seconded by Pat K.

Motion passed.

The meeting continued with Chair Nancy Mark with Agenda review.

Motion to move the two scheduled Executive Sessions together at end of regular business by Pat K and seconded by Pam.

Motion passed.

Agenda:

1. Board Organization: meeting schedule

Motion to keep meetings on 4th Monday of each month made by Pat K and seconded by Joan.

Motion passed.

Motion to post agendas at the Town Office and CFL made by Joan and seconded by Pat K.

Motion passed.

Meeting agendas will be emailed to Town Manager for posting at Town office by Chair.

2. Conflict of Interest Policy

- Policy from the Town to be reviewed by Board for implementation into library policies.
- Copies distributed to the Board members.
- This policy to be reviewed at the next regularly scheduled meeting.

3. Review of contractor bids

- Three bids received and all over budget
- Bids cannot be accepted without sufficient funds available
- Architect suggested modifications to the plan:
 - Change brick facing
 - Change insulation
 - Change to the type of lift device
 - Delete upstairs handicapped bathroom
 - Reduce exterior lighting
 - Reduce outside canopy
- Meeting with grant consultant and Preservation Trust to extend time.

- If suggestions are made, then new plans need to be sent and approved.
 - Contractors present cannot guarantee bid proposals for more than 30 days after the bids were presented as prices are volatile.
 - The Board is unanimously committed on this project.
 - More grants and financial sources to be explored (ARPA and Rural Development loans)
 - Bids will be held for 20 more days.
4. Community Comments/Concerns
- Sue Day suggested the library be moved to the CVS location.
 - Sue DeCarolis suggested federal funding and supports keeping the handicapped bathroom in the plans.
 - Normandie Keller suggested changing to a lift
 - Comments appreciated by the Board.
5. Motion to enter into Executive Session: Personnel made by Pat S and seconded by Pat K.
Motion passed.
Motion to exit Executive Session: Personnel made by Pat S and seconded by Joan.
Motion passed.
6. Motion to enter in to Executive Session: Contracts made by Pat S and seconded by Joan.
Motion passed.
Motion to exit Executive Session: Contracts made by Pat S and seconded by Pat K.
Motion passed.
7. Motion for architect, Tom O'Brien, to contact the two lowest bidders to discuss potential value engineering made by Pat S and seconded by Pat K.
Motion passed.
Motion confirming Board's continued commitment to the Handicap Access project of the CFL by seeking additional funding sources made by Pat S and seconded by Pam.
Motion passed.

A Special Meeting of the Board for further bid discussion is scheduled for March 16, 2022 at 5:30pm.
The next regularly scheduled Board meeting is Monday, March 28, 2022 at 5:30pm.

Motion to adjourn made by Pat S and seconded by Pam.
Motion passed.

Meeting adjourned at 7:29pm by Chair Nancy Mark.

Respectfully submitted,
Patricia A. Schroeder
C clerk