

**Walworth-Seely Public Library
Special Meeting of the WSPL Board of Trustees
Library Improvement Meeting
January 20, 2020
APPROVED**

- I. Call to Order: Meeting was called to order at 6:02 pm by President Jessica Vance
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Jessica Vance, Vice President David Teetsel, Financial Officer Anne Culver, Trustee Carol Dame
 - b. Library Trustees Absent: Secretary Drew Britt,
 - c. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - d. Others Present: Project Manager from Labella Associates Emily Steinbacher
 - e. Others Absent: President of the Friends of WSPL Lou Villanova and Town Councilman and Liaison to the Library Scott Bryson
- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the agenda of the January 20, 2020 Library Improvement Meeting as presented Seconded by Trustee Culver. Motion carried.

**YES: 4.4: Trustee Vance, Trustee Teetsel, Trustee Dame and Trustee Culver
NO: 0**

SPECIFIC PURPOSE OF THE SPECIAL MEETING:

Discuss items pertaining to the Library Improvement Project and any detail/timelines/issues involved

- IV. Period of Public Expression NA
- V. Discussion of WSPL Library Improvement Project and drafting of Project Timeline with Emily Steinbacher of Labella Associates
 - a. Key dates were discussed including
 - 1) Joint meeting of the WSPL Board of Trustees with the Walworth Town Board on February 6, 2020
 - 2) Renderings of the Project to be available March/April 2020 for review with the Town
 - 3) Construction documents needed by July 2020

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- b. Emily reviewed documents/testing needed
 - 1) SEQR – Director Brown completed the short form (SEF); confirm nothing additional is needed
 - 2) SHIPO – not a historical building so not needed
 - 3) GEOTECH Report –
 - (1) Soil testing is required
 - (2) Emily S. will give us names of companies who will do Geotech Report and estimated costs
 - 4) Environmental Report
 - (1) Asbestos/HASMAT testing
 - (2) Emily will provide a quote from LaBella
 - (3) Trustee Teetsel also has a contact
- c. Emily S. suggested meetings every week or every other week initially to look at the design and interior
- d. Labella will come out to do existing documentation (measurements, etc) before February 6, 2020
- e. With current funding, the focus will be on a 1400 sq. ft. expansion
- f. Documentation of the existing building (HVAC, Electrical, architectural drawings are needed by 1/27/2020 for the Labella Team. Director Brown will request this information from Norman Druschel, Town of Walworth Building Inspector
- g. A Timeline Meeting will be scheduled for Wednesday, January 29, 2020 at 4:30 pm

VI. Signature Cards

- a. LNB Bank signature cards were signed by the four authorized signers (Director Brown, President Vance, Financial Officer Culver, and former Financial Officer Dame)

VII. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 7:47pm. Seconded by Trustee Culver. Motion carried.

YES: 4.4: Trustee Vance, Trustee Teetsel, Trustee Dame and Trustee Culver
NO: 0

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IMPORTANT DATES:

- Special Meeting Library Improvement Committee
Wednesday, January 29, 2020 at 4:30 pm in the Library Program Room
- Thursday, February 6, 2020 Joint Meeting
WSPL Board of Trustees and the Walworth Town Board.

The next regular Board Meeting will Thursday, February 13, 2020 at 6:30 pm