

**Board of Trustees
Monroe Free Library
September 30, 2013**

Minutes of SPECIAL Meeting... Called by: President S. Keltai

For the Purpose of:

- 1) Select LQB contractor for new windows**
- 2) Discuss, and approve, conceptually, a conditional Lease with Eitz Chaim.**
- 3) Select a CM-c.**
- 4) Closing on Hometown Bank construction loan.**

Present

Absent / Excused

S. Keltai - President
K. Demos – Vice President
B. Zerner – R. Secretary
D. Harris – C. Secretary
P. Browne – Treasurer
C. Pakula
P. Shanley
R. Ross
H. Nozari

T. Schommer (Associate Trustee)

Also Present

M. McIntosh – Library Director
M. Duffy – Asst. Director
C. Bezkorowajny – Department Manager

D. Soss – Eitz Chaim Temple Board President

Meeting called to order at 8 P.M. by President S. Keltai

(1) In keeping with the requirements for our State Grant for Window Replacements, there was a formal *Opening of the Bids* on September 17, 2013. L. Hayes of BRM vetted the bidders. In that process, she determined that the lowest bidder had not timely fulfilled all portions / requirements of the request to bid. The second lowest bidder was Paul D. Moore of M & P Builders.

To be noted: MFL must seek a separate contractor specializing in *Asbestos Removal* to remove the contaminated corking around the existing windows.

(This is separate and distinct from the actual window replacement and was an exclusion in the request to bid.)

Motion made to accept the bid from Paul Moore for the reasons set forth in the report from L. Hayes of BRM

Motion made by: P. Shanley

Seconded by: K. Demos

Ayes: 8

Nays:

Abstain: 1 (C. Pakula)

(2) S. Keltai submitted a report on behalf of the Ad Hoc Committee explaining the research of properties for MFL to rent as a temporary space during the expansion construction period. The committee selected Eitz Chaim Temple as the best choice.

Eitz Chaim's Board President, D. Soss attended tonight's Special Meeting.

- Because C. Levitas of UMarx recently stated our expansion project may only take approximately eight months, K. Demos requested that the Temple offer MFL a six month lease (as opposed to one year), with a month by month extension.
- Following some negotiation, the Temple will consider an eight month lease with a month by month extension.
- D. Soss will be checking with her Board regarding the usage of their playground .
- K. Demos questioned how the Electric Bill will be shared. D. Soss, replied that Ben Ostra will write up a proposal.
- K. Demos suggested a flat monthly rent averaging the two different estimates {calculated by P. Mays as well as by the Temple's Architect} to define the square footage available for rental .
- D. Soss advised that the Library will be required to close for Yom Kippur (beginning pre sundown October 3, 2014 thru October 4, 2014)

Motion made to negotiate a conditional lease with Eitz Chaim Temple

Motion made by: C. Pakula *Seconded by:* P. Shanley
Ayes: Unanimous
Nayes:
Abstain

Following the Motion....K Demos asked D. Soss to have the lease drawn up. Stuart Greenberg, attorney for the Temple, will prepare it.

(3) There was a discussion regarding the pros and cons of using a CMc . Most around the table were comfortable using a CMc for MFL's expansion project. The Executive Committee proposed that we exercise our Due Diligence and seek an additional estimate in addition to UWMarx, before signing a CMc Contract. K. Demos sent a letter to Verticon this week requesting they submit a bid to MFL to be the CMc. After further conversation, it was decided to seek an additional bid making a total of three bids.

Motion made to get a total of three bids for the CMC position

Motion made by: P. Shanley *Seconded by:* S. Keltai
Ayes: 8
Nayes: 1 (C. Pakula)
Abstain

(4) Due to the delays in approval from the Village of Monroe Planning Board, MFL cannot close on the loan prior to the deadline originally agreed upon. The Bank has agreed to extend the deadline to November 1, 2013, keeping the favorable interest rate.

Motion made to sign the commitment extension agreement with Hometown Bank for the Construction Loan...extended to November 1, 2013 from October 1, 2013

Motion made by: C. Pakula Seconded by: R. Ross
Ayes: Unanimous
Nayes:
Abstain

Motion to adjourn by: C. Pakula Seconded by: S. Keltai

Meeting adjourned at 9:05 P.M.

Respectfully,
Barbara Zerner

Next regularly scheduled Board Meeting will be on Monday, October 21, 2013 at 8 PM

POST-MEETING DISCUSSIONS AND CONSENSUS:

- 1) Through an initiative by Paul Mays, RCLS has now indicated that MFL will not require a fiber optic cable during the temporary rental period.
- 2) M. McIntosh and M. Duffy indicated that there is still a CDAR account at Hometown Bank. They provided documentation, which K. Demos will take to the branch manager. (The Hometown Bank branch manager recently sent an email to K. Demos indicating that the MFL CDARs account had been closed)
- 3) The EC stated that after consultation with the Chair of the Grant Committee, P. Shanley, it had approved Paul Mays' (BRM) Invoices 7 and 7A and a final Invoice from UWMarx for payment. It was the consensus of all Trustees present at the Special Meeting that the three bills all be paid immediately.