

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Special Board Meeting

Zoom Format

Date: December 28, 2020 Time: 7:00 pm

Present: Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Karran Swayze, Claudia Andres, Barb Costello, Emma Hartloff, Lauren Morse, Devon Tower, Director: Sonora Miller

Absent: Jerome Andres, Kevin Cassick, Mary Wieland

Call to Order: By Sean Scarisbrick at 7:04 pm

Comments from the public: None

Minutes: No minutes were available

President's Remarks:

- The President opened the discussion on the online computer application Network for Good. This will provide us with an organizing tool for our Annual fundraising, thank you letters, reminder letters and tax statements. The specific program we are looking at will provide us with 500 names in a database and allow us to custom design our page and approach to our fundraisers. They will provide us with templates and help in the design effort. A spirited discussion took place with many insightful questions raised and answered.
- A motion was made by Sean Scarisbrick and seconded by Paul Inskeep to contract with Network for Good for 1 year at \$1200. (The money for this will come from memorial donations made in Robert Schemel's memory. There is currently \$1,050 in this fund and the remaining \$150 will be taken from the Library's Publicity Budget.
- The motion passed.
 - Barb Costello thanked Sonora for her work and research into this program. Hopefully we will see an increase in our online giving this year.

Old Business:

- The Adventures in Renovations continues by Paul Inskeep
 - In the process for bidding on our Renovation Project, the proposals were due December 23, 2020, out of 5 contractors that had originally indicated interest, only 2 sent in actual proposals. Neither followed our requests for bidding information—to break down the project into components with estimated prices at each level. The bids ran from a low of \$275,000 to \$407,000. Lynn Stephan, our design consultant, offered to talk to the low bidder about 'value engineering' the project. Our own deadline is August 2021 for application for state construction grants.
 - Paul suggested that Lynn Stephan contact by letter the contractors and ask them to itemize the costs of the project per room.
(Labor & Material)
 - The team also felt that the boat be pulled from the general quote and the Library to find another way to build &/or purchase.

- Paul still feels we need the services of a structural engineer concerning the boat in the Children's Room.
- Thank you, Paul for going above and beyond dealing with the Renovation Project.

- A motion was made by Sean Scarisbrick and seconded by Maggie Steyn to adjourn the meeting.
- The motion passed.

- The meeting was adjourned by Sean Scarisbrick at 7:36 pm.

- UPCOMING EVENTS:

- The Annual Meeting of the Library Association will be Monday, January 25, 2021 beginning at 6:30pm. Board members will be elected. Zoom information will be forwarded by the Director, Sonora Miller.
- The next meeting of the Youngstown Free Library Board of Trustees will be Monday, January 25, 2021 at 7pm. The Director, Sonora Miller will send out an email and post it to the Library's Facebook page with the Zoom information.

Respectfully submitted,
Karran Swayze
Recording Secretary
Youngstown Free Library Board of Trustees