

AGENDA & MEETING MINUTES

Meeting Date:	10/29/2019	Time of Meeting:	7:00PM
Prepared By:	Pauline M. Kurtz	Location:	Library Community Room
Purpose/ Outcome:	Monthly Board Meeting		

“Where minds can set sail”

1. Attendance

Role	Name	Minutes	Present (<input type="checkbox"/>)
Trustee	Jim Madden		<input type="checkbox"/>
Financial Chair	Marge Clark		<input type="checkbox"/>
Vice President	Bob Kane		<input type="checkbox"/>
Vice Financial Chair	Pauline Kurtz	<input type="checkbox"/>	<input type="checkbox"/>
Director	Melissa Langridge		<input type="checkbox"/>
President	Diane Muscoreil		<input type="checkbox"/>
Trustee	Kathy Neville		<input type="checkbox"/>
Secretary	Kate Peck		<input type="checkbox"/>
Guests			
Albright Construction	Jeff Albright		<input type="checkbox"/>
Project Manager	Mike Seeley		<input type="checkbox"/>

2. Meeting Agenda

#	Topic	Motioned	Carried
1	Meeting called to order @ 7PM by Diane		
2	September Minutes approved as presented	Bob – Motioned Marge – 2 nd	Carried
3	Bills to be paid as presented – see detail page attached	Pauline – Motioned Bob – 2 nd	Carried
4	Working with Pat Kelehan to complete Asbestos testing on 2 nd floor before permits are issued and demolition can begin.		



	Samples could be taken from drywall, flooring and/or false ceiling.		
5	The permitting process has not been flawless. Push back from village as entity governs the process – local (per NIOAGA & Grant) or State Department of Education (per Charter) and fees to be charged.*		
6	Fire Code / Fire Rating – concerns include possible need for an update to current system, need for enclosed stairs for fire safety, construction between floors that meets code.**		
7	Contract with Albright Construction reviewed – need edits discussed, need for demolition to start to ensure pricing. Will work with White Roofing to adjust window order as second floor specs for windows have changed with renovations planned. Updates 2017 window & door grant.		
8	Looking for fixed cost items for budgeting grant moneys – flooring, bathroom fixtures, lighting, etc.		
9	Mechanical Room 2 nd floor will be separate from current system.		
10	Elevator - \$57,000 – need specs and more information to ensure pricing.		
11	Security Cameras for 2 nd floor have been donated.		
12	Meeting adjourned @ 8:50PM	Kathy – Motioned Jim – 2 nd	Carried

3. Key Meeting Decisions & Notes

- ***Jeff Albright – will talk to the inspector T. Wolf. Based on website permit fees should be \$1,350.00 for Commercial Property not 1% of total cost. If still a debate next steps to discuss with Mayor, Village Board and village attorney will be implemented.**
- **** Mike Seeley – Fire Code Issues can be address with proper construction/renovation but will need to be reviewed after demolition is started to determine best practices to meet code. Will also research and work with current alarm company to ensure building meets code and is most cost efficient.**

1. Open Action Items

Action	Assigned to	Due Date
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2. Topics for Next Meeting – Date of November Meeting TBD

#	Agenda Topic	Facilitator	Time
1	Review minutes		
2	Director's Report		
3	Update of testing results, permitting process & demolition		
4	Update of Fire code issues		
5	Review of Updated Construction Contract		
6	Review White Construction contract with updates		

3. Core Distribution List for Agenda/Minutes

To:

- M. Clark
- B. Kane
- P. Kurtz
- M. Langridge
- D. Muscoreil
- K. Neville
- K. Peck

