

STEWART B. LANG MEMORIAL LIBRARY

MONTHLY BOARD MEETING AGENDA

Monday, April 06, 2020 @ 7:00 PM

The Library is temporarily closed because of the corona virus outbreak. This meeting will be conducted via conference call (audio only). The public is welcome to participate. Please dial this toll-free number at 7:00 PM and enter the access code when prompted:

Phone Number: 1-844-854-2222    Access Code: 637736

1. CALL TO ORDER AND ROLL CALL
2. ADOPTION OF AGENDA
3. APPROVAL OF PRIOR MEETING MINUTES
4. DIRECTOR'S REPORT
5. TREASURER'S REPORT
6. COMMITTEE REPORTS
  - a. Planning Committee (Caryl, Kitty & Birgit)
  - b. Finance Committee (Cathy & Monica)
  - c. Facilities Committee (Jerry & Jim)
  - d. Personnel Committee (Maryanne & Anne)
7. OLD BUSINESS
  - a. NYS Annual Report Status
  - b. 2018 and 2019 IRS Form 990 status
  - c. Outsourcing of bookkeeping (QuickBooks)
  - d. Deferred:
    - Review & approval of Plan of Service
    - Revision of Financial Policies and Procedures
    - Key Performance Indicators
    - Review & approval of Patron Code of Conduct
    - Policy on Filming in the Library (First Amendment Auditors)
    - AED purchase and training
8. NEW BUSINESS
  - a. Building Project Update (see attached)
9. PUBLIC COMMENT PERIOD (3 to 5 minutes per person)
10. OTHER BUSINESS
11. DATE OF NEXT MEETING: Monday, May 04, 2020
12. ADJOURNMENT

## Building Project Update

April 06, 2020

### Review of Saint Patrick's Church Property:

Gayle, Jerry, Jim and Jill Fudo visited St. Patrick's Church last Wednesday. We were escorted by a representative from the Rochester Diocese Regional Finance Office. Jill did a quick inspection and took basic measurements. We concluded that if the church property becomes available it would be a feasible location for the Library.

The Saint Patrick's Church property consists of two connected single story buildings, the church itself and a church hall. The buildings are on different levels and have a combined interior space of over 5000 sq ft. The church is somewhat larger than the hall. The buildings are connected via an interior stairway on the east side. This stairway was designed to accommodate later installation of a 3-stop wheelchair lift, but the lift was never installed. On the west side, access between levels requires exiting the buildings. The heating system is a combination of fuel oil, propane and electric, and neither building is air conditioned. There are two parking lots, neither of which is paved. Vehicle access in and out of the east lot is very steep, especially in the winter. The west lot appears to offer adequate parking for our needs.

The hall, which is about the same age as our current library, could be used as-is with some repair work. There are two restrooms in the hall. The restrooms appear to be adequately sized, but the fixtures would need to be modified to meet ADA. Wheelchair access from the west parking lot would also need to be improved to meet ADA requirements.

The church, which was originally constructed in the mid-1870's with major renovations in the early 2000's, would require more significant renovation work. The space might need interior partitions, and the floor framing would likely need strengthening, especially if expected to support book shelves. There are no restrooms on the church level.

It would be possible to move the library into the hall, permanently or temporarily, while tackling the more extensive church renovation work in phases as additional funds become available. Ultimately, either space could serve as the library, with the other space providing spaces for library and community activities. The hall might ultimately be a better choice for activities, because it has a full kitchen.

### Things to Consider:

Regarding the new construction option, at our March board meeting we decided on a construction cost cap of \$600,000. In order to meet this cap, Jill's current 5,000 sq ft plan would need to be further reduced to provide a 3,000 sq ft main floor with 1,500 (+/-) sq ft of additional space in the basement. This option would give us a new building with better energy efficiency and lower expected operating and maintenance costs going forward. We could also design the layout to fit our needs, rather than adjusting our needs to fit a pre-existing space. The building would sit on land leased from the Village, so none of our money would be going into land purchase. If the lease is similar to what we now have, our rent would be small or zero, and the Village would be at least partially responsible for parking lot plowing and maintenance.

The church property offers significantly more main floor space (5,000 sq ft vs 3000 sq ft). However, the space is on two levels, and there is very little usable basement space. The costs to purchase, renovate and operate are all unknown. Rumors suggest that the operating costs may be quite high. The assessed value of the property is around \$260,000. The representative from the Diocese hinted that any reasonable offer would probably be considered. If we could acquire the property for \$200,000 or less, that would leave \$400,000 (of the \$600,000 cap) for renovations.

At this point we don't know if \$400,000 would be enough, so a thorough inspection and estimate would be necessary. Preserving this historic property for the use and benefit of the community is a very worthwhile goal. However, undetected conditions and aging issues could result in unpleasant surprises going forward.

Regarding location, the Village property is more visible from a main road but is on the southern outskirts of the Village. The church property is more centrally located in the Village, but does require pedestrians to climb a somewhat steep hill. Neither offers complete sidewalk access. The Village property is low lying and poorly drained, but does offer a pleasant park-like space. The church is at the top of a small hill with excellent drainage and nice views to the south.

The timing of the church closure process is up in the air. Furthermore, the closure decision is not yet final, and the church members are doing what they can to prevent or at least delay closure. The original schedule implied action later this year, but the process is now delayed indefinitely because of the corona hirus situation.

From a financial standpoint, unless we could get a very good deal from the Diocese, purchasing the church property would be challenging. With the current corona-related restrictions and unemployment, this is probably the worst possible economy for fund raising or withdrawing capital from our investments. A mortgage might be possible, but we would need to have enough wiggle room in the budget to make the monthly payments. We would also need enough cash flow to cover church expenses until we're ready to vacate and sell the existing building.

#### Decision Required:

During our April 6<sup>th</sup> board meeting we should decide whether or not we want to pursue the church option. If we're not interested in the church property, we could ask Jill to "shrink" the new building again to a floor space of around 3,000 sq ft. If we are interested in the church, we will have to wait until the proposed closure process can proceed. We might be able to gather some additional information in the interim.

Submitted by Jim Dillon