

**TRANSCRIPT OF THE PEARL RIVER PUBLIC LIBRARY BOARD MEETING
MARCH 16, 2020**

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TRANSCRIPT OF MEETING OF 3/16/2020

Present in person:

Board President Eric Sharrin, Library Director Eugenia Schatoff, Senior Account Clerk Debra McDermott, Board Clerk Wendy Courtney

Participating by telephone conference call:

Trustees: Marie Manning, William Morris, Elizabeth Van Wynen, Donna Warren

MR. SHARRIN: OK I'm going to moderate everything and I will actually time everything.

AT 5:45PM my phone time, I am calling this meeting to order. Should we do the Pledge of Allegiance? Does anyone have a flag available?

MR. MORRIS: I don't have a flag.

MR. SHARRIN: We will forego the Pledge of Allegiance for this evening.

I'd like to start with committee reports. Finance Committee: Bill, Liz, would you report on the Finance Committee?

MR. MORRIS: We've been meeting . . . we met a few times and looked at a few different iterations of the potential budget for next year. We made some progress; we're to kind of talk through . . . met last week, last Monday night, Liz, Eric, and I and Eugenia, and Deb. We looked at the recommended budget from Eugenia and Deb which called for . . . ultimately wound up being an increase of 8.96%. Is that correct?

DR. VAN WYNEN: that's correct.

MR. MORRIS: We talked for quite a while. Eric thought we should be going for a higher levy increase, Liz thought we should be going for a lower levy increase. We're all concerned with how the library will operate under any of these budgets. We also are concerned with the impact that a levy increase is going to have on the citizens of Pearl River. Does that lay it out accurately?

MR. SHARRIN: Yes

DR. VAN WYNEN: Yes, this is Liz. Yes Bill, you did a very good job in synopsizing that. I just want to add to that that a lot has changed in everyone's world since last week. And with the fact that we all know about COVID-19, I'm not going to go through all that. We all know everything is closing down. Everything is closing down now. In his special report today, it was announced that don't expect anything to get started back to normal, if ever, until July, August, September. So with that being said I don't know how much we are going to be able to achieve in moving forward with anything, so we have to keep that in mind.

MR. SHARRIN: Liz, I'm just letting you know you hit the 60 second mark. I'll try to be on top of it ahead of time so I apologize about that, but if I understand your point correctly, the world has changed and anything we do is going to take a little bit of ??

MRS. MANNING: very drastically

MR. SHARRIN: But with that said, let's see what we can do in the time that we have so that, at least, we've done our part. OK, so moving on, so where do we stand? What do we do now? We can, a couple of

things, let's go in and let's see if we can figure this out. Let's see if we can get something solid today and possibly get to the 8.96 of 9% if you want to go for an extra 0.04 percent because we like round numbers.

MRS. WARREN: It's Donna, when you have a second, I have questions.

MR. SHARRIN: Yes, I'm done. Go ahead.

MRS. WARREN: Just real quick, you wanted higher, Liz wanted lower, I guess Bill's in between. I just want to know what we're getting or not getting for those numbers. So what does that give us? What are we not getting, what are we getting? Do you follow me?

MR. SHARRIN: Yes.

MRS. WARREN: Are we covering? I want to know are we covering our bases with each of those numbers or where we stand because of them.

MS SCHATOFF: This is Eugenia. I would say that in the mock up that we did . . . so initially the committee had tasked us with . . . So the initial budget that we put forth which was kind of the wish list budget was somewhere around 12% and so as a result of that initial exercise, the committee then tasked me and Deb with coming back and doing different budgets with different percentages. So we did a mock up for a 10%, a 7% and a 5%. So in those mock ups that we were doing, the current iteration of the budget, the 8.96% -- it still was lacking in that it did not account for any additional monies for retirement, but it was the only budget that sufficiently would cover our capital costs, our rental costs for the summer. It was the only version of the budget that would actually cover our rental costs for the two pieces of equipment that we know we are going to have to rent. It was also the only budget that maintained and slightly grew materials and programs. There were other cuts to various parts of the budget to accommodate that because really the single largest increases were to those capital lines. It was for the professional services, because we knew that we would need to incur construction management and additional architectural costs and it was also for the capital lines to put additional money toward that to pay for the rental equipment. Every other version of the budget at any of those lower price points puts us in the position where we will once again not have sufficient money budgeted toward capital costs, towards those equipment rentals.

MRS. WARREN: Can I ask a follow up?

MS SCHATOFF: Yes?

MRS. WARREN: So when you say we are lacking in retirement funds, do we have any known people going to retire or looking to retire that we are not accounting for?

MS SCHATOFF: Not at this time. It is prudent financial planning as well as the discussion we had had about moving some of the health insurance costs to separate lines so that those costs for past employees appeared separately from the costs for current employees. So that was changed, but there were no additional monies set aside for that.

MRS. MANNING: This is Marie. This is the budget that is an 8.9% increase?

MS SCHATOFF: Correct.

GENERAL SILENCE

MR. MORRIS: Is everybody still there?

SEVERAL VOICES: Yes. I'm here.

MRS. WARREN: Are you looking for a vote from here or are we having more discussion? How should we proceed?

MR. SHARRIN I don't know that we're ready for a vote because I don't know that we have agreed on everything yet, but that's where it is with Liz and Bill. This was really supposed to have been the Budget and Finance but we decided let's get it all. Let's get you involved with it; you may not have the numbers in front of you, but we'll get you involved anyway 'cause if we go to a board meeting . . . well you would have had the numbers in front of you. So let's see if we can come to some conclusion here. Or get it close.

DR. VAN WYNEN: Eric

MR. SHARRIN: Yes, who's speaking?

DR. VAN WYNEN: Liz

MR. SHARRIN: Go ahead

DR. VAN WYNEN: I think what we should do is go around the table with Marie, with Donna and ask them their feelings right away as to how we presented the information. What is their view? What is their comment on either 8.96% or higher or lower?

MRS. WARREN: Would you like me to go first? It's Donna.

MR. SHARRIN: Go ahead, Donna

MRS. WARREN: I'll try to just be quick here. It's a little concerning to me that we are lacking in retirement funds because that is what we did discuss doing, going forward. Making sure we had that available to us and that we weren't pulling it out of, I guess the Capital Fund? Is that correct?

SEVERAL VOICES: Correct

MRS. WARREN: We most definitely have to cover our rental costs because what else are we going to do? We absolutely need those two pieces of equipment to function. So I'd like to know, I guess from Eric who wanted it higher, what were you looking for at a higher and what did that cover to the total cost? How close are we there?

MR. SHARRIN: What I was looking at was saying we've got this rental cost which is \$150,000; we have contractors, you know our, . . . the lawyers, architects, and the other services that we have to pay for for the new building. That's \$50,000. So that's \$200,000 right there. We're looking at about 4% right off the bat without doing anything. So that 8.9%, it's really, you know, it's really a 4% raise because we've got all this built in, or 5%, because we've got all this built in. And the other thing that is not included that we're going to discuss is the fact that these new contractor management people have their fees that we have to

pay for and that could be about \$100,000. That's another 2%, 3%, 4% added. So before you know it, our budget, just on contractors and costs towards the malfunctioning of the building and towards the contractors is 6%. So that's where I said if this is 6% just to maintain what we want to do, we need to be at about 13%. So that's what I . . .

MRS. WARREN: Right. So we don't have a buffer otherwise? Is that what you're saying?

MR. SHARRIN: Right, I wanted a buffer. I wanted to be able to do the stuff that we need to do.

MRS. MANNING: Well, the 8.9%

MR. SHARRIN: Who's speaking please?

MRS. MANNING: What was that?

MR. SHARRIN: Is this Marie speaking?

MRS. MANNING: Yes, yes it is. I'll have to identify myself. Of the 8.9, I remember when we were discussing it at the library, and it seemed to cover everything that we had to have and I certainly don't think we should go any higher. I'm not so sure how even the public that loves us would regard that. So the 8.9 would be sufficient to cover the essential needs that we have?

MR. SHARRIN: That's correct. Barely, yes.

DR. VAN WYNEN: Well this is Liz, and let me just say, this goes back to several months ago discussion, when I brought up the fact that if we . . . we need, as a board, to look at how much a new library is going to cost us and from our previous discussions, we were looking at somewhere between \$15 to \$18 million for what we wanted to accomplish. That being said, I also mentioned that with a very high budget referendum and also . . . rather a budget tax levy . . . plus, followed by a building referendum, that the public is not going to allow a lot of their money, particularly now in this economy, to fork over a lot tax money to our library and to the project. We also have to be mindful of the same time, the school budget goes out for you know a town vote as does a potential that they're putting together a new referendum for more construction in the . . . That's where my concern is; that the public are going to say: What, are you people crazy? Of course, I would like a new library. That's for sure, but we have to be the fiscal responsible overseers of the library and look at what's going on. And now with the COVID-19 hitting all of us, there are serious issues that I don't know that we can move forward with the building. And that's why I am scraping up this side, if you want to call it the negative side of the budget, so be it, but that's what we need, as a board, to talk about. And I don't think we have the achieved a solid point on that because this is going to cost us so much money and the town is going to be on our back for that and that's my concern . . .

MR. SHARRIN: You OK?

MRS. MANNING: This is Marie. What do you think, Liz, would be acceptable to the town in terms of an increase and in terms of what it would cover?

DR. VAN WYNEN: I would say we would be pushing anything between 6 and 7%. And that's a big problem for the library. I understand that but I think that you know that is going to give the town a chance to be more positive with us than negative with a higher increase. And then that means we have to do some

serious tightening up of the budget and look at carefully the costs of certain items and see if we can decrease that a little bit, put a hiring freeze, do some things like that, but there are certain elements of this budget, our budget, that cannot change, that we have no powers of controlling. And of course the building condition . . . I'm fully aware of the problems we have with it and I think that we have such a significant issue with this uh the finances. I really and truly do; that we need to really look at this and discuss it.

MRS. MANNING: Well this is certainly a difficult time to be considering discussing it. I don't know. I hate to see us cut back to the point that it's foolish.

DR. VAN WYNEN: Well I know that, I know that Marie. I appreciate that, but that's why I'm saying we need to talk about it. And this is the perfect opportunity to talk about whether we move ahead this year with the library building, a new building, or look at how we can make the library the best it can possibly be now.

MR. MORRIS: We have a lot of sunk costs.

MR. SHARRIN: Who's speaking?

MR. MORRIS: This is Bill. We have a lot of sunk costs already into renovating the library and bringing it up to, you know, after 30 or 40 years, up to a more up-to-date library with the appropriate resources that the town needs. And there's money we've already poured into this. I don't think that, necessarily, this is the moment to be talking . . . that's a separate discussion. If we want to try to have a vote on whether or not to try to float a bond and have that discussion separately, I think that's fine. But right now, we're talking about, and I think we have to separate the issues; we're talking about next year's budget for the library as it exists presently. Because even if we do float a bond and do a renovation on the library that work isn't going to get done until two years from now. So we still have to operate the library for the fiscal 2020-2021 year. That's it, I'm done.

MRS. MANNING: Yeah

MR. SHARRIN: Donna, do you have anything to add?

MRS. WARREN: No. But I understand what you're saying Bill, definitely. I understand what Liz's point as well. I think we're in a tough time right now, but I do want everybody to keep in mind . . . and I think that we can't blow what's happening out of proportion. I think that it's hitting people hard right for this moment, but it's temporary. And I want everyone to remind themselves that it's temporary. And that our costs really still have to be covered, so I don't know that we have a choice but to increase at least this 9%. It doesn't make sense to me how we would do it or how we would function without it when that's not even including retirement. That worries me a lot.

MR. SHARRIN: I agree also that we have to keep our conversations separate. Right now, we have to deal with getting a budget out with all this built in.

MRS. MANNING: What is our deadline again for the bond?

MR. MORRIS: We don't technically have a deadline at this juncture. This is Bill, and that was Marie.

MR. SHARRIN: So we don't have a deadline. We'd like to get it in this year which means we're going to miss the June deadline. We're hoping for a July date if we can do that.

MS SCHATOFF: This is Eugenia. At this point, we're full steam ahead for a combined budget and bond vote. We're still on track for that and that's what we've been working towards. So that's where we are with that.

MR. SHARRIN: We obviously can't have that March 25 meeting because that's off the table where we were going to do our presentation. With that said, we still have to go with this budget as if we're going to be going forward with the building. We can't . . . you know, we've been talking about that for a year and a half. We've got some extenuating circumstances, but I'd like to be an optimist. We go with our budget, we go with the plan that we're going to do the building and should the building, if on the negative, should the building get shot down, well then we redo our budget. Still, we're going to have to replace our air conditioning and our heating. We're going to have to replace our ceiling, our roof, and we're going to have to replace our rugs. So these are items totaling between \$500 and \$750 (thousand) possibly that we're going to have to do because to replace our air conditioning unit, we're going to have to remove a wall from upstairs so they can take stuff out and bring other stuff in. So with that said, that's something that we're still going to have to deal with, and, let me just say, all this that we've done is not putting bad money in because, no matter what, we have to do something and we've done everything. This is all stuff we have to have to continue going. It's just a matter of how much to scale back. We still need to have a budget for this year, based upon the fact that no matter what we do, we've got to do something and we have to have an architect and we have to have a construction manager, we have to have legal and so we need to get this budget in as if nothing has changed.

MRS. WARREN: OK

MR. SHARRIN: The down part I think that will happen is that before you know it, our heating system goes and now we have to rent a unit to heat the building over the winter. And that will be another \$75,000.

DR. VAN WYNEN: This is Liz. I understand all that you're saying, everybody, but right now we won't be able to use the library for any purposes whatsoever until this COVID-19 has run its course which they're saying this could be a very long time before anybody's life gets back to normal.

MR. MORRIS: We still have to come up with a budget, Liz. This is Bill again.

DR. VAN WYNEN: I understand that, I'm just saying that we might not even be able to have any vote because we can't get out to our polling stations. They were talking about . . .

MR. MORRIS: I know, but we have to plan as if it can happen in June and we're able to have our May board meeting.

MRS. MANNING: Right.

MR. MORRIS: I don't think we can just sort of throw up our hands at this juncture and not do anything.

DR. VAN WYNEN: I'm not doing that.

MR. MORRIS: But that's what . . . we have to . . . What I'm saying . . . I feel like we keep getting sidetracked. And the point is we have to propose a budget to be adopted by the voters. If something intervenes in the meantime, then so be it, but I think we need to do our work in the meantime to get ready

for that and to get the material, to allow the library to develop the material that has to go out to explain it to the voters and things like that.

MR. SHARRIN: OK

MRS. MANNING: And then we hope that the voting can be done at a more safer time.

MR. SHARRIN: Is this Marie speaking? OK

MRS. MANNING: It's a dilemma.

MR. SHARRIN: Yes, it is. So with that said, looking through what we've got, and what we absolutely cannot cut, you know, what can we cut? You know, at that 8.96, we're at the skinny. Can we cut, do we cut more programming? Do we not have programming? Can we rearrange it a little bit so maybe we can get something into our retirement fund? And maybe we take from one category and put it to another category. So something has to get cut in order to move it on. And we say we'll keep it at the 9%. I personally think that we can go up more. I think that it's the nature of our building . . . it's so old that we have a justification for what we're doing and the reason why things have to grow. And it's not the right time for it, unfortunately, but we still have to go forward.

MR. MORRIS: This is Bill again. Can I just say one more thing really quickly and I'll stop. I don't think we have a choice. I think we have to put it out in front of them. I mean if they turn around and tell us that it's unreasonable and they can't support it, then we have to go to an austerity thing? But I think we have to try to keep the services at . . .

MRS. MANNING: I would like to definitely go for the 8.9.

MRS. WARREN: That was Marie, right? This is Donna. I would just like to say I do not want to cut programming. I think we will be . . . if we had to go back, if the budget does not pass, then I think it's justified to cut programming at that point. But I do not want to cut programming. I think we would be cutting off our nose to spite our face in that way. We need it. That's what the people love about us, about the library. That's what people love about being there. It's not the books anymore; it's the programming.

MR. SHARRIN: Right

MRS. MANNING: Yes

MRS. WARREN: I mean it's also the books. I don't want to say it's never, it's not the books at all, but programming's a huge part of the Pearl River Library, and I do not want to cut that.

MR. SHARRIN: Absolutely. I agree. So with that said though, to piggyback on what you saying, (this is Eric speaking) let's look at the books. Do we need to buy 10 of a book? Do we need to buy five of a book when it comes out? Is two of a book good enough? You know, I don't have the answer. I'm just asking the question.

MS SCHATOFF: This is Eugenia, I just want to add that really the materials and the programming is such a small percentage of the budget even if you're looking at cutting \$1,000 from material, \$5,000 from programming, that's not . . .

MR. SHARRIN: That's a quarter of a percent

MS SCHATOFF: That's not the money that's going to significantly change the percentage.

SEVERAL VOICES: Assenting sounds.

MR. MORRIS: I don't think it would be wise for us to sit and walk through the individual budget lines. The task that we made of Eugenia and Deb was to take and go through this from a library professional's perspective and ascertain where things could be . . . where they could try and save some money without negatively impacting the library's programs and other operations. I think they've done a good job with that. I think, I would really, I don't know how we do this, but I think we need to move forward with this, with the 8.96%.

MRS. MANNING: I agree.

MR. MORRIS: I don't know how . . .

MR. SHARRIN: Let's and with that said . . .

MRS. MANNING: And especially, since we're, I won't say we're relying so heavily on the programs, but in order to have these programs, you should have a building that is perhaps more accessible for them and better suited to have the programs that we have.

MR. SHARRIN: Right, but with this and I'm just going to say as we're looking at 8.96, let's add an extra four one hundredths of a percent somewhere so . . . which is two million times .004 is what \$800. Let's make it 9; let's make it round.

SILENCE

MR. MORRIS: I'm sorry. Are you doing math Eric?

MR. SHARRIN: Yes, I'm doing math . . . \$1160.

MR. MORRIS: You're the president, Eric. So what's the next step in this process?

MS. SCHTOFF: The Board meeting, we would vote on it at next Monday's Board meeting.

MR. SHARRIN: The next step is if we're going to put it forward we would get this out, 8.96 or if we can get it to a nice round number. I think a round number is nice; 8.96 is . . . it's . . .

MR. MORRIS: It's 9, just for argument's sake.

MR. SHARRIN: Yeah, it would be rounded up. Bottom line is we get this out; we look at it on Monday and then we vote. And we may be voting like this, but everybody will have it in their hands and be able to see the budget in front of them and review it where today, Donna and Marie do not have these numbers in front of them to be actually able to review it. So I'm compromising, by coming down, saying OK, I can't get everything I really think the library needs. But I'm willing to do that, to come down to that middle ground

and take a look at it and be more fiscally conservative than I would like to be for what I think the library needs to give to the community at this time. But, I understand that. So I think that we need to take this and bring it forward. Then on Monday, we give it a good look and that's when we will have our next meeting.

MR. MORRIS: Will we have it in the board packets?

MR. SHARRIN: It will be in the board packets.

MR. MORRIS: Liz, is that OK with you?

DR. VAN WYNEN: That's fine.

MR. MORRIS: OK. This is Bill again, that was Liz.

MR. SHARRIN: Marie, Donna, how do you feel about it?

MRS. WARREN: Yes

MRS. MANNING: Fine

MR. SHARRIN: Let's announce ourselves when we say OK. Donna, how do you feel?

MRS. WARREN: Donna says yes.

MR. SHARRIN: Marie how do you feel?

MRS. MANNING: I feel yes too.

MR. SHARRIN: So with that said, we'll have our 8.96, possibly up to 9%, and if we have to we'll put it toward retirement. If we have no retirement and we have something out there, that's where it should go. I believe that's where it should increase.

MRS. WARREN: A legacy line.

MR. SHARRIN: And that we'll have on Monday's review at the monthly board meeting. And the board meeting may be done the same way as a phone call. And it does not have to be video because right now .

MRS. MANNING: We may not have any choice with that.

MR. MORRIS: Hopefully, I won't be sitting at my desk in Valhalla.

MR. SHARRIN: But we don't have to video. The public meeting laws have been loosened so to speak. So that takes care of . .

MRS. COURTNEY: Just to be clear here, this is Wendy, the minutes are going to reflect that the board after a discussion of the prospective budget, the proposed budget, reached a consensus to have a budget

vote on Monday, March 23 at the regular board meeting and right now you're considering a 9% budget increase. But until you vote on it, that's not set.

MR. MORRIS: Right, we haven't formally voted, because we want the other board members to look at the line items.

MRS. COURTNEY: Right, OK. So you've reached a consensus.

MRS. MANNING: You're rounding it out to 9%?

MR. SHARRIN: That's correct, and the extra money will go into that line that Donna expressed concern with for the retirement.

MRS. MANNING: Alright. It doesn't appeal to me as much as 8.9 does, but at any rate 9%

MR. MORRIS: So do we have one other item on the agenda?

MR. SHARRIN: We do. We have a couple of items. One, we have an Ad Hoc Committee to review Construction Management Proposal bids.

MS SCHATOFF: OK, thank you Deb. Deb is now leaving.

MR. SHARRIN: Deb is now leaving our meeting.

MR. MORRIS: Good night Deb.

MRS McDERMOTT: Good night.

OTHER VOICES: Good night.

MR. SHARRIN: Our next item on the Agenda is Ad Hoc Committee to Review Construction Management Proposal Bids.

MR. MORRIS: That's Donna and I?

MR. SHARRIN: Yes.

MR. MORRIS: I presented Budget or Finance. You want to do Ad Hoc?

MRS. WARREN: This is Donna. We met with both Calgi and Savin. We had a few question questions for them, had them tell us about their firm, had them tell us about other projects they've had, highlights about things they've done that were similar, asked them general questions about bidding and about how they would . . . who would be on the job, how we would interact with them. Some questions came up during the interview process with both Savin and Calgi. We talked about deadlines as well, and how they typically meet them, problems that they run into, who on their team takes care of which parts of the project. We were overall, Eugenia, myself and Bill, were more impressed with Calgi than we were with Savin.

MR. MORRIS: And much more comfortable.

MRS. WARREN: Yeah, various reasons. Everything from how they would interact with us on a daily basis to the people on their team who would be taking care of the projects and the projects they've done before, the reporting they would do, how they would report information back to the board meetings. Let's see, trying to remember each piece of it, but overall, we were all more comfortable with Calgi.

MR. MORRIS: Can I throw my two cents in? This is Bill.

MR. SHARRIN: Yes, please.

MR. MORRIS: So my two cents is I agree with everything Donna said and I just want to emphasize that as we were speaking to them, we really felt that Calgi had their roles . . . each of the individual role players that are going to be working on the contract with us seemed to be confident and clear in what their roles were as opposed to Savin that was really . . . The guy who was presenting kind of . . . The rest of them were in the room, but they were kind of just following his lead, but they didn't seem to have confidence in exactly what our job looked like. Calgi had spent the time looking at the building, looking before they came in for the interview, reorienting themselves. They seemed much more focused and committed to me.

MRS. WARREN: And with Calgi, we were able to meet the person who would be onsite and, funny enough, Savin didn't even bother to bring that person for us to meet them to see if we would even feel comfortable with them, which I thought was very odd, very odd.

DR. VAN WYNEN: OK, this is Liz. And I have a few quick questions. You only got bids in from two companies?

MR. SHARRIN: No, we got bids from four companies, Liz. This is Eric.

DR. VAN WYNEN: OK. Then you interviewed two?

MR. SHARRIN: Yes, what we did . . .

DR. VAN WYNEN: OK

MR. SHARRIN: Just to explain Liz. We had the initial process of going through and I have to say, Liz, and Bill and Eugenia went through the applications, what was given to us . . .

DR. VAN WYNEN: I did not. Correction. This is Liz, I did not . . .

MR. MORRIS: No, no, Donna . . .

MR. SHARRIN: Oh Donna, . . . Thank you, Donna and Bill and Eugenia went through the proposals and whittled it down to two people. They gave reasons why they didn't like and so we called those two people for an interview. We listed them. We didn't whittle it down to two people. What we did was put them into number one, two, three and four. We're starting with just two people to interview and if they should not be good, we'd move on to the third one and then on to the fourth one. That was the process.

DR. VAN WYNEN: OK. Talking about the two that you did, what did they say their fee structures were going to be?

MR. SHARRIN: Did you get the . .Liz? . Oh, she didn't get the reports, OK.

DR. VAN WYNEN: I didn't get any reports.

MR. SHARRIN: Right, 'cause you were down there, so you're not on the Committee. OK. I'll let the Committee respond to that . . .

MRS. WARREN: Calgi was the least, and Savin was the top. There was \$60 or \$90 or \$80 thousand, something like that between the two.

DR. VAN WYNEN: What is Calgi's fee?

MRS. WARREN: I don't have it right in front of me.

MS SCHATOFF: This is Eugenia.

MR. SHARRIN: Donna, Eugenia has the numbers.

DR. VAN WYNEN: . . . ? \$20,000.

MS SCHATOFF: This is Eugenia. Calgi came in at \$511,300 and Savin came in at \$598,400.

DR. VAN WYNEN: I do have more quick questions.

MR. SHARRIN: Who's speaking? It's Liz.

DR. VAN WYNEN: Did they discuss what would happen, or did they say, supposing the bond doesn't go through, how much they would be charging us?

MS SCHATOFF: Both broke up preconstruction, excuse me, pre-referendum. They broke out pre-referendum. So their pre-referendum fees would be everything in anticipation of the June or whenever vote. And then, if that vote were to go down, we would still have to pay them for all of the pre-referendum work, but then we wouldn't be responsible for the next phases of the contract.

DR. VAN WYNEN: OK, next question, what experiences do they have? What other construction projects?

SEVERAL VOICES

MRS. WARREN: They gave us a full report of other libraries, other schools. They had references from other places that were comparable to our library, and that's kind of what we have gone over with them. I'm not going into specifics, but there is a package for you as well for Calgi and Savin. There's a whole portion of the package that goes over the projects that they've done, their experience and references.

DR. VAN WYNEN: OK, and who did Calgi say would be the Clerk of the Works?

MRS. WARREN: The what?

DR. VAN WYNEN: The Clerk of the Works.

MRS. WARREN: I don't know what that means.

MR. SHARRIN: Eugenia do you know . . .

MS SCHATOFF: I don't believe that we needed one.

DR. VAN WYNEN: Yes, you do need one. You need someone that's designated to take each bill and go through, if they hired this electrician to do 20 outlets in the building . . . one of our people or someone that they hired has to then take that, before the bill is OKed to go to get paid, someone has to go check that all of that work was done, that the 20 outlets were put in, 12 feet apart by code so that becomes a very important job besides the Construction Manager is doing the Clerk of the Works to verify that the work was done by the subcontractor before it goes to get paid.

SEVERAL VOICES

MR. SHARRIN: Let's not . . . Do we have to get hung up on who the Clerk of the Works is?

SEVERAL VOICES

MRS. WARREN: OK. Liz, I think we're just calling it something different because they were very clear on saying there's a construction manager, but there is also a project manager who is on site. There's a full time person who is there and that's what they do. They didn't use that term. They used the term project manager. Are we missing something?

DR. VAN WYNEN: Where is Calgi from? Where is Calgi from?

MR. SHARRIN: White Plains

MRS. WARREN: Westchester

DR. VAN WYNEN: And will we get these packets of information in our Board packets this week?

MS SCHATOFF: Yes, there's copies for everybody.

DR. VAN WYNEN: OK, thank you.

MRS. MANNING: Good, I think I need a definition of the Ad Hoc Committee. I'm kind of lost with it. Budget, yes is fine, but Ad Hoc I think I have to get a definition.

MR. SHARRIN: There are a couple of Ad Hoc Committees. This is the Ad Hoc Committee to review the Construction Management Proposal Bids.

MRS. MANNING: OK

MR. SHARRIN: And that was Liz, not Liz, I'm sorry Liz, you're in my mind and welcome back. It was Donna and Bill.

MS SCHATOFF: I think also . . . can I just also add, this is Eugenia, I think Clerk of the Works within this Construction Management Proposal, you'll find that all of the functions and beyond are being addressed through the Construction Management proposal.

DR. VAN WYNEN: OK, thank you.

MR. SHARRIN: OK, any other questions?

SILENCE

MRS. WARREN: Not on this Eric, but just generally, do we have the option to come in on Monday if we want as opposed to doing this over the phone?

MR. SHARRIN: So, we're going to see what happens. Let's do this. I would say, let's plan to be on the phone. With everything that's happening and it's happening very quickly, Ed Day just gave his announcement of declaration of emergency. You know schools are out for two weeks and then we're going to revisit. Everything else a declaration is on until April 15. If we come in, we have to be very careful first of all, to make sure that we're all OK. If you have a cough, a sniffle, you know anything, just don't come in. We're going to be allowing a phone in, no matter what. We have to make sure we maintain about six feet between ourselves. There's going to be no food. It's going to be a little different. We've got a few rules to cover, if we are to come in.

MR. MORRIS: Why no food?

MR. SHARRIN: Why no food?

MR. MORRIS: I come for the food.

MR. SHARRIN: I know you come for the food, but we may not be able to get food. We're not sure Luigi O'Grady's is going to be open and cooking. So bring your own food should you want food.

DR. VAN WYNEN: Eric?

MR. SHARRIN: Yes, Liz?

DR. VAN WYNEN: I would like to say, in light of all of this, I will not be in because I have to protect my health.

MR. SHARRIN: Absolutely. I'm two years away.

MRS. MANNING: I'm a high risk person also. I won't be able to come in.

MR. SHARRIN: I'm two years away from being a high risk.

MR. MORRIS: We have to figure out a way to do this web thing so at least we can share documents and look at them. But anyway we'll get to that.

MR. SHARRIN: We'll get to that.

MS SCHATOFF: This is Eugenia. Unfortunately the problem with that is then we're supposed to be streaming it if we have those capabilities. So unfortunately, I'm wary of opening ourselves up to those capabilities in terms of then broadcasting stuff.

MR. MORRIS: OK, fine. Alright. Do we have anything else we have to do today?

MR. SHARRIN: No. That was those two things.

MR. MORRIS: So we're going to have everything . . . this is Bill again, if you can't tell. We're going to have all the proposals from Calgi and from Savin in everybody's board packets so they can look at it. Not mine, 'cause I have mine already.

MRS. MANNING: Good, good.

MR. MORRIS: And then we'll take a vote on both things: both the budget and the construction manager at the meeting on Monday. Is that what I'm hearing?

MR. SHARRIN: That is correct.

MRS. WARREN: OK, and just so you know I have both proposals already so there is no need to give me one.

MR. SHARRIN: Right, right and I have the proposals and Bill has the proposals.

MRS. COURTNEY: We can skip the statistical report. In order to shorten the meeting, we can skip the Statistical Report. It's not . . .

MR. SHARRIN: It's being recommended by the Clerk, Wendy, that maybe we skip the Statistical Report for this particular meeting knowing that we have a large Agenda to get through.

MRS. COURTNEY: They'll get it, but don't discuss it.

MR. SHARRIN: We'll get it, but we don't need to discuss it unless there's something so out of whack. But also, it's going to be out of whack, possibly, but no it's actually last month's.

MRS. COURTNEY: It's February.

MR. SHARRIN: It's February. Anyway, we'll get our things. We may take the Agenda and play with it a little bit so we will discuss some things, we won't discuss some things. We're dealing with some restrictions and some tough times here.

MRS. COURTNEY: If you are going to work through the meeting in person, which lacking streaming service, people need to be able to talk and we don't want to get into legal tangles down the road that it was an illegal vote . . .

MS SCHATOFF: This is Eugenia. My concern about having people in the building is that if we have multiple Board members in the building, then it's not a public meeting, but we have multiple Board members here. I don't want to open us up to any sort of liability.

MRS. WARREN: OK, that's fine, that's fine.

MRS. COURTNEY: But without streaming, it's very hard to hold a meeting where they're voting over the phone.

MR. SHARRIN: Nope, not today, it's not.

MRS. COURTNEY: I'm talking about Monday.

MR. SHARRIN: Not Monday, it's not either. Governor Cuomo suspended the . . .

MS SCHATOFF: Open meetings law.

MR. SHARRIN: The open meetings law, so that we can do this over the phone and vote.

DR. VAN WYNEN: This is Liz. And the new rule coming from the federal government is no more than 10 people can gather.

MR. MORRIS: Well that's a suggestion. It's not a rule, but it's good advice.

MR. SHARRIN: For those families with eleven, they have to kick one out.

MR. SHARRIN: Joking aside, one more thing. I submitted a letter to everybody. Did everybody get that?

SEVERAL VOICES: Assenting

MR. MORRIS: Yeah, it's fine and thank you. How are they doing overall?

MS SCHATOFF: I think . . . so at this point we've gone to completely voluntary staffing, and it's really wonderful to see all of the people who can and are able to come in, who are committing to coming in and keeping operations running as much as possible.

MR. MORRIS: Well what are they keeping operating if we're closed?

MS SCHATOFF: We're still creating programming. We're putting everything on YouTube. If you haven't visited the website yet, we're debuting a new portion of the website called *PRPL From Home*. We've done all sorts of different book talks, lectures and story times. We're creating new content all the time so we're very busy with that. We're still ordering. We still have stuff coming in. We're still processing and cataloging. There's a lot of pieces to it.

MR. SHARRIN: And there are bills that need to be paid.

MS SCHATOFF: There are bills that need to be paid and checks that need to be signed and payroll needs to be done and so administratively, a lot is going on. Also, we're catching up on all the weeding that we've

been trying to do for quite a while now. And training. This is the perfect opportunity to enforce mandatory training.

MR. MORRIS: OK

MS SCHATOFF: Listen, it's funny. It's all the stuff that you don't think about. You know what I'm saying. When you're at the checkout desk, you just see what you see. So we're a large enough organization where we do have people focusing on different efforts and stuff. And so the majority . . . I'm actually surprised by how many staff members want to come in and want to contribute. It's just been very positive thus far. Some of the staff is very concerned and very scared. I think everybody's just raw. I think everybody's just in general is raw. Especially after the murder in Finkelstein, coming into this, I think a lot of people are really raw. Our Employee Assistance Program actually has a call in line, and I just sent an email urging people who feel anxiety about all of this to call. So, you know, we're doing the best that we can. I really appreciate Eric writing the letter and you guys echoing his sentiments 'cause I think it will mean a lot to people.

MR. MORRIS: OK good. I'm glad not everybody has to sit home, especially if they don't want to.

MR. SHARRIN: Yes, there's a certain sense of normalcy coming in. That as crazy as everything is out there, you know, going to work. I want to get to work, I want to get down to the city. Rockland Coach has just suspended their service to the city. If New Jersey Transit does that, unless I drive, I'm not going.

MRS. COURTNEY: I drove my son in this morning because he came up for my mother's birthday party.

MR. SHARRIN: Anyway, so we don't have to keep anybody longer than we need to, if there's nothing more, those are the two items on the agenda, the finance, the budget and the Ad Hoc Committee's review to recommend a construction management person, a construction manager. So if I can have a motion to adjourn? Say your name and

DR. VAN WYNEN: Yes, Liz

MRS. WARREN: Donna seconds.

MRS. COURTNEY: Liz made the motion, Donna seconded.

MR. SHARRIN: All in favor?

SEVERAL VOICES: Aye

MR. SHARRIN: Any opposed?

SILENCE

MR. SHARRIN: None. Next motion is Monday, March 23, at 7:15PM. I look forward to hearing or seeing you, and stay safe.