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Administration Committee Meeting 3-4-24

Present: Katie, Mari, Michael, Camie, Jill

1. Sewage smell: Drains were cleaned, and we have a monthly maintenance schedule; this is no longer a concern.
2. Financial bookkeeping updates and recommendations:
 - a. We will defer reserves policy discussion until next meeting; policy draft posted in Teams.
 - b. Discussed fund balance, restricted funds, and clarity of balance sheet.
 - c. Per 2023 budget, \$100,000 was transferred from fund balance to Capital Reserves in February. Current Gift & Grant account includes restricted and unrestricted funds, which should be separated to clarify availability of funds.
 - d. **Motion: The Administration Committee motions to authorize the director to segregate unrestricted from restricted funds; unrestricted funds will be carried in fund balance and restricted funds will be carried in an interest-bearing account.**
3. Schodack contract formula: A letter is being sent to Schodack regarding the 2025 formula-based contract.
4. Phase 1 of Capital Project using NYS Construction grant funds:
 - a. Discussed evolving project timeline and status of construction grant (SHPO). Interviews for a Construction Manager are being scheduled, bid documents are in-progress and we will be putting the project out for bid in April, review bid submissions the second week of May, seek board approval in June, mobilize construction team in July, and begin construction in August to minimize disruptions to summer reading programs as much as possible. Work will begin with the EIFS, followed by the sidewalk and entryways.
 - b. Jenna and Dawn will work with the construction manager and communicate with staff.
 - c. We would like to hire the Construction Manager as soon as possible to act as liaison between the library and contractor.
5. NYS Legislative grant (\$250,000):
 - a. We set up a contingency path so that we could use this money in lieu of the construction grant if necessary.
 - b. Phase 1: EIFS, Sidewalk, Entryways. We will fund this with the construction grant we've applied for; if it falls through, we will fund Phase 1 with the legislative grant.
 - c. Phase 2: The roof will potentially be funded by a new construction grant.
 - d. Phase 3: The focus will be the bathrooms, but we do not know this amount or how it will be funded yet.