

Mariya Hurwitz:

Okay. Okay. Okay. Good evening. This is Mariah Herwitz, President of the Sherman Library Board of Trustees. Today is Thursday, August 18th, 2022. I'm calling the meeting to order at 5:02 PM. Dee and Barb have agreed to review the minutes, so thank you for that, ladies. And this is a meeting of the board to discuss and vote on an expense item not fully captured in our 2023 fiscal budget. So I'm going to have Jamie and, or Irit. I'll have Jamie's start, speak to the issue, then we'll open it up to questions. And then assuming the time comes, I'll make a motion to vote. So go ahead, Jamie.

Jamie Cantoni:

Okay. So I was thinking, I would recap what was in the budget and why the numbers are different, and then go through and answer the questions that were already asked via email and then go through the budget. And then if anybody has any more, then we can go through that. So we knew that we had this and other projects coming, and we wanted to budget for them in the 2022-23 budget. And projects that we realized that these would be capital expenses, or capitalized.

I got four quotes for the barn floor, and two came back close to our most recent estimates. Two came back much lower. I'm not someone who's very familiar with having floors redone, so I didn't know that the lower quotes were inaccurate, or some of the higher quotes, because I believed the contractors to be telling me what we needed on the floor. And there wasn't a Facilities Committee at that time. Oh, someone... Sorry. I have to let them in. So I couldn't look to my committee for help in reviewing the quotes and determining if some of them were off and why. So we budgeted 3,400 for the floor. And-

Mariya Hurwitz:

Excuse me, Jamie. 36. Sorry. Just 36. Sorry.

Jamie Cantoni:

Yeah. 36.

Mariya Hurwitz:

Okay.

Jamie Cantoni:

And when we went to revisit the floor and confirmed that those who had given us quotes were honoring the quotes, and now that I have Irit as the head of the Facilities Committee, who's extremely knowledgeable in this. And we're working on getting a committee together. Irit noticed that some of the estimates were inaccurate because they were not for what we needed. And we reviewed the estimates, and Two Brothers Flooring, who was one of our original estimates, they provided an accurate estimate, said they would honor their original estimate, which was \$4,594.32.

We sought out a new contractor that came to us on recommendation, actually to Irit, and he quoted us for 4,860. And then there was... Well, actually, the other quotes are just too high and too low. So we thought that those were good quotes and that we wanted to go forward with one of them. It is more than we budgeted. Materials are also much more now than they were back in December when I got the quotes. Even though the Two Brothers quote, that is from December and they did say they would honor that. And let's see what the questions were.

Irit Granger:

I thought Two Brothers, Jamie, had revised their quote from the original?

Jamie Cantoni:

No, they said they would honor it.

Irit Granger:

Because they sent us a new quote, which you have a copy of. But in any event, they are one of the two primary reputable companies in consideration. So either way-

Mariya Hurwitz:

This is Mariah. Irit, are you saying that there's a lower quote from the 4594 from Two Brothers?

Irit Granger:

No. [inaudible 00:04:48] the quote.

Mariya Hurwitz:

Okay. Yeah. Okay.

Jamie Cantoni:

And so one of the questions was, when will the contractor, either one, be able to start? So I, over the weekend, reached out to both contractors. Both contractors have all the supplies they need to do the job already in house. I explained that we were having a special meeting and that the board had to vote. And they said, "Well, if you could call us on the 19th, we can get in there for August 30th." So both said that they could start the job on August 30th. That the first day would be sanding and priming and staining and coding and ceiling, and then it would need a day to cure or dry. They would come back in the morning, do a second coat. Come back at the end of the day, do a third coat. Right? Wait a minute. [inaudible 00:06:03]-

Irit Granger:

In addition to staining, they were each going to do three coats of poly.

Jamie Cantoni:

Right.

Irit Granger:

Commercial grade poly.

Jamie Cantoni:

Right. So the first coat of poly would go on at the end of the first day, then it would dry for a day. Then on the third day, they would come in the morning and do a coat, and then come at the end of the day and do the third coat. And then it needs 24 hours to cure. And then both said that, yes, that even though they're very fastidious with covering the materials in the room that cannot be removed, we would have all the materials removed before they start.

That there would be some cleaning that needed to be done. Some dusting, a sweep and a mop from a cleaning service. And the quotes I got from the cleaning services were ranged from 495 to 595 for that. But the barn is a little smaller than I thought. I thought the barn was 1200 feet. And that's what the quotes are based on. The barn is actually 960 feet. So that would be a little lower. And both of the cleaning services said that they would be able to come in on the 3rd and do that clean. So the barn, everything would be done, and we could put everything back in the barn for Tuesday, September 6th.

PD Villarreal:

Are the contractors both aware that the floor space is smaller [inaudible 00:07:40]?

Jamie Cantoni:

The contractors do know, yes.

PD Villarreal:

Okay.

Mariya Hurwitz:

Jamie, and this is really just-

Irit Granger:

PD, the contractors know the accurate space. It's the cleaners that do not at the moment.

PD Villarreal:

Okay.

Mariya Hurwitz:

This is Mariah. Hey, everybody, also just remember, because we're recording, just to say your name. I forgot to make that a reminder at the beginning. So my question, it's really probably more of a comment than a question. That additional five to \$600 of cleaning fees, we should probably include that in the number that we approve tonight because we didn't budget for that either. So whatever we authorize for the dollar amount, we'll make sure it includes that. Because even though we do have regular cleaning, we just based our budget on our regular monthly cleaning.

Ellen Archer:

So are we talking about \$1,600 or so of additional expense from what was initially budgeted for this kind of a project? That's what I'm not... And how do we cover it out of our budget if we're going over? Then how does that work? Do we have to cut back on something else, or...

Jamie Cantoni:

It's my understanding that this is a capital project, and so the expense gets capitalized and comes out of our capital account, which we then replenish with funds from our investment accounts. Mariah, is that correct?

Mariya Hurwitz:

I'm checking to see if we put this as capital. And we did. We did. Which is interesting. I must have researched it, or somebody. But yes.

Irit Granger:

Jamie-

Mariya Hurwitz:

That's true.

Irit Granger:

Excuse me. This is Irit. Could you confirm exactly the difference in total cost between what was budgeted and what we're considering now?

Jamie Cantoni:

Sure. Let me just quick do the math with the different quotes.

Mariya Hurwitz:

So this is Mariah. While Jamie's doing the math, I'll just finish answering Ellen's question. So Ellen, we never hit our budget. Whether it's the capital budget or the operating expenses, we never hit it to a T. There's puts and takes from different line items. But ultimately, if we go over the revenues that we've brought in, we will pull money from our investment account. So the investment committee will meet and they'll liquidate stock, or if we have it in our money market account, we'll pull it out.

Ellen Archer:

Thank you.

Barbara Ireland:

Mariah, this is Barbara.

Mariya Hurwitz:

Hi, Barbara.

Barbara Ireland:

In addition to that, Ellen might be interested to know that we budgeted a number of projects that would all come out of capital.

Mariya Hurwitz:

That's right.

Barbara Ireland:

And that will go on the end of a report that we get in the minutes from now on, so that we know exactly where we are in terms of all of those capital projects, if they've been done and which ones are left to do for the year.

Ellen Archer:

Great. Thank you.

Mariya Hurwitz:

Yeah. We have a supplemental capital budget that we break out and show separately.

Jamie Cantoni:

So the difference is, depending on the two different quotes from the builders and the two different quotes from the cleaners, the smallest number would be a difference of an additional \$1,494.32. The largest spread of the different combinations would be an additional expense of 1,855. That includes-

Mariya Hurwitz:

Jamie, it's Mariah. What was the first number? I got the 1,855.

Jamie Cantoni:

The first number was \$1,494.32. Maybe it isn't worth noting, but I think it is, that when we got our original quotes, they didn't tell us that we would have to clean afterwards. It was the gentleman that Irit brought to look at the floors who said, "Well, and you have to consider cleaning afterwards." And we went, "Oh." And then when I circled around with the other builders again, they said, "Oh, yeah. Well, you always have to clean afterwards." And I thought, "It's really nice that that gentleman told us that, but I wish the others had, so we could have built that number in originally."

Barbara Ireland:

It's Barbara. Jamie, I have one question on that. Do they think that we'll have to clean the room right outside of where the barn is perhaps too? I mean, do they think there'll be any seepage around that heavy door that we have?

Jamie Cantoni:

No.

Barbara Ireland:

Good. That's good to hear. Thank you.

Irit Granger:

Hey, Jamie?

Mariya Hurwitz:

Yeah?

Irit Granger:

What's the difference in just the two quotes from the flooring guys? Because I just want to point out that of those two quotes, one is a little higher, but that gentleman lives in Sherman and is someone that came highly recommended to me. I checked both references of both companies and they both came out very well. But Aiden, the higher of the two quotes, who did come down on his quote a little when I

endeavored to negotiate with him. I just really liked him. And he's local, and I think he would want to do a great job by the library. Mind you, the other fellow too, but I just wanted to put that out there.

Jamie Cantoni:

Yeah. And-

Dee Ratterree:

This is Dee. This is Dee. I have used Two Brothers. They're local too. And they're very good. And I have no dog in this fight. I just want to give them a little stick up here.

Irit Granger:

They're Brookfield. Just to be clear.

Dee Ratterree:

They've moved then, because their kids went to school here.

Jamie Cantoni:

It was Aiden who did tell us about the-

Irit Granger:

Dee, it's not the Two Brothers that you're thinking of.

Dee Ratterree:

It's not [inaudible 00:13:50] and [inaudible 00:13:50]?

Irit Granger:

No, not at all. [inaudible 00:13:53].

Dee Ratterree:

[inaudible 00:13:53] take it back.

Jamie Cantoni:

So the difference between the two builders is \$265.68.

Mariya Hurwitz:

Okay.

Dee Ratterree:

Drinks all around. But otherwise... This is Dee saying that.

Mariya Hurwitz:

This is Mariah. Is there any questions on timing? Or do we feel comfortable with the timing Jamie mentioned? Any discussion on that or is that a non issue?

Dee Ratterree:

This is Dee. There doesn't seem to be any wiggle room on timing, right, Jamie? I mean, that's it.

Mariya Hurwitz:

Right.

Jamie Cantoni:

[inaudible 00:14:33] get in and out. Yeah.

Barbara Ireland:

Yeah. This is Barbara. I have one question about who's going to move the stuff out of the room and move it back in.

Jamie Cantoni:

We're going to have to do that.

Barbara Ireland:

Who's we?

Jamie Cantoni:

[inaudible 00:14:48] Julia and Charlotte, because we've got to get it out of there.

Barbara Ireland:

Is there anything-

Jamie Cantoni:

[inaudible 00:14:55] on all our pages have gone off to college or moved to Spain.

Barbara Ireland:

Is there anything really heavy, Jamie?

Jamie Cantoni:

No. Everything that needs to come out of there is either on wheels or not heavy. There's not much in there.

Barbara Ireland:

Okay. Because I did notice that they said, when we bring it back in, after it's seasoned for the day, that we can't drag it across the floor. We have to lift it. And that's why I was worried that there might be something heavy.

Jamie Cantoni:

Right. I mean, I could run and look, but off the top of my head, the only thing that's in there that is not on wheels is the dedication bench to Millie, which is not heavy.

Barbara Ireland:

Is [inaudible 00:15:40] still in there? It's on wheels. But it's heavy. The wooden... It was over in the corner.

Laura Jagodzinski:

Mariah?

Barbara Ireland:

[inaudible 00:15:52]. I just raised that question.

Laura Jagodzinski:

So Mariah, it's Laura. Laura [inaudible 00:15:58]. All of the furniture's movable. I'm not Herculean in strength, and I've moved the benches, I've moved the podium. So all of those are fine. And the audio visual equipment is all on wheels. And the chair storage units, we've moved those and those are on wheels as well.

Barbara Ireland:

Okay. Thank you.

Laura Jagodzinski:

Sure. There was something I wanted to ask and now I forgot. So move on.

Jamie Cantoni:

Okay. I wanted to address... So I addressed the email question about the noise level. I wanted to also address the email question about the smell. Because we want to do this job basically the end of August, the beginning of September, we have the luxury of being able to open the doors to the barn so that the smell can go out those doors, and also to close the door between the barn and the library. So on top of [inaudible 00:17:11], going to have the plastic barrier, which will reduce the amount of odor that goes into the library, there is the ability for the odor to leave through those exits.

Laura Jagodzinski:

It's Laura. The question I had was on the dragging of furniture. Chairs and furniture. I'm assuming that that's not just for a limited period of time. Is that correct, Irit? So this is not required for a vote. It's just a general housekeeping maintenance issue that we need to have some kind of a signage in that room that lets anybody know that's moving furniture around, that it needs to be picked and lifted, unless it's on wheels.

Irit Granger:

This is Irit. I'd like to just make one comment that when the floors were finished initially, I do not believe commercial poly was used, nor were many coats put on top. And the reason for that is commercial poly is much more expensive. So that's why Two Brothers had to revise their quote because they never quoted initially on commercial poly. And so I just want to make the point that this time, the job will be done correctly for a space that gets public foot traffic.

Laura Jagodzinski:

Okay.

Mariya Hurwitz:

Okay. If there are more questions, please raise your hand. I'm also just trying to make sure I keep to my promise of a quick meeting. So I guess I just have a question, or what I was thinking of doing was taking the higher of the two quotes for the flooring, the higher of the two quotes for the cleaning, which comes to just about \$5,200, and making a motion to approve the authorization of the expenditure of that amount of money for the project. Does that sound reasonable [inaudible 00:19:27]?

Barbara Ireland:

I second, if that's a motion.

Mariya Hurwitz:

It's not quite a motion yet, but I'm getting close. I just wanted to make sure there were no concerns about that, the approach of taking the two higher numbers for the approval.

PD Villarreal:

I'm sorry, this is PD. And the reason for the higher is because we have more confidence in the quality of the contractor. Is that right?

Jamie Cantoni:

Yes, I believe so. And he was the most honest and forthcoming with all of the elements of the job that would be required, which I also liked and gave me more confidence in him.

PD Villarreal:

Okay. I mean, I just think it's important to have a reason to choose the higher, and that's a perfectly reasonable reason. I just think we should make sure that that's what we're doing and that's why we're doing it.

Irit Granger:

This is Irit, and yes. I mean, I really trusted both parties, but being local, he came across really very well. But I just wanted to mention, and I forgot what I was going to say... Oh, yes. The difference in the two flooring contractor quotes is actually only a couple hundred dollars, but there's also a difference in this cleaning quote, which I believe, Jamie, you're going to be able to whittle down because of correcting the square footage. So I think Mariah, you're making a motion based on the worst case scenario so that we could presumably work within that range. Is that right?

Mariya Hurwitz:

Yeah. I'll make the motion no more than, and of course I know we will push to get the lowest price possible for what we need done.

Irit Granger:

Okay.

Mariya Hurwitz:

Okay.

Barbara Ireland:

Mariah? This is Barbara.

Mariya Hurwitz:

Yes. Hi, Barbara.

Barbara Ireland:

I just want to say, I agree with PD about making note of why we're taking the higher bid. And I think that if I'm remembering correctly, International Flooring had the commercial grade of poly in their bid to begin with. And I felt more comfortable with that because that is what we need, definitely. I mean, I think Two Brothers added it later, but it was not there in the beginning.

Mariya Hurwitz:

Okay. Is it necessary to include the name of the vendor in the motion, Barbara? I wasn't going to. No.

Barbara Ireland:

You've got two vendors and I think you need to say that you are moving to... I mean, PD's the attorney, but I think you need to say you're going to move to hire International Flooring at such and such a rate to do this job.

Mariya Hurwitz:

Okay. By International Flooring. And the cleaning company?

Jamie Cantoni:

It's called All Clean LLC.

Mariya Hurwitz:

All Clean LLC? Okay. Okay. Any other comments or questions? Okay. May I do this? May I make this motion asking for unanimous consent, Barb?

Barbara Ireland:

In a special meeting, I don't think you can. Can you, Laura?

Laura Jagodzinski:

No. The unanimous consent should be something that is pretty much standard operating like approval clinics. This would not fall under that.

Mariya Hurwitz:

Okay. Okay. We'll adjust my motion here. Excuse me, one moment please. Okay. Okay. All right. So I would like to make a motion to authorize the expenditure of no more than \$5,200 total for the refinishing of the barn floors by International Flooring, and the cleaning of the barn floors by All Clean LLC. Project to take place starting on August 31st. May I have a second?

Barbara Ireland:

Barbara seconds.

Mariya Hurwitz:

All in favor, raise of hands? Okay. That is everybody. There are no nos. So, moved. Okay. You good, Laura? You got what you need?

Laura Jagodzinski:

Yes. Yup.

Mariya Hurwitz:

Okay. Oh, I'm going to move on to my next motion.

Laura Jagodzinski:

Yep.

Mariya Hurwitz:

Okay. I think we need more information to vote on the HVAC control panel issue. Just give Jamie time to get all the information that she needs and put it together concisely for us. We have a workable work around right now that's not posing any security concerns, using a computer. It's taking up a bunch of space on Jamie's desk. But other than that, we have a work around and we are not in an urgent rush. So I would like to make a motion that we table the vote that's on the agenda for the expenditure of the HVAC control panel until the September regular monthly board meeting. May I have a second? I think I saw Dee. All approved? Any opposed? No? Okay. Very good. So moved. And we'll bring that to the table in September. Did anybody else have... Yes, Irit?

Irit Granger:

I have a question to Jamie. I believe the front stone steps were also quoted and they're standing by their quote and that's in the budget. Is that going ahead, that project?

Jamie Cantoni:

Yep. Yes. That project will begin on August... This is the front foyer project that was budgeted in the capital.

Irit Granger:

I just wanted everyone to be aware that the front foyer is going to be worked on.

Jamie Cantoni:

Yep. It starts on August 24th, and finishes on August 26th. And we'll be notifying the public to please bear with us while we have this project done. And we will be using the doors in the children's section as the doors of the library, which are handicap accessible.

Irit Granger:

Thank you.

Jamie Cantoni:

Sure.

Laura Jagodzinski:

Just going forward for special meeting. The only items that should be discussed at the meeting are those things that are on the agenda.

Irit Granger:

Sorry.

Mariya Hurwitz:

Laura's keeping us in line. Okay. So we have executive session so I'm... I guess I'll make a motion to move to executive session and then I'll adjourn after executive session. Okay? So I would like to make a motion to move to executive session. It is 5:28 PM. Jamie, you are free to drop, as are the non non-elective trustees, correct?

Laura Jagodzinski:

Yes. And I'll second the motion to go to executive session.

Mariya Hurwitz:

Okay. Okay.