



## **BOARD OF TRUSTEES MEETING**

### **August 8, 2023 Agenda**

#### **Audit of Vouchers – 6:30 PM.**

1. Call to order – 6:45 PM.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Minutes – approval of the July 11, 2023 meeting minutes.
5. Public comments.
6. President's report.
7. Finance Officer's report.
8. Correspondence.
9. Library Director's report.
  - Trustee annual training status.
10. Committee reports.
  - Library courtyard.
11. Old business.
  - ADA project warrantee repairs.
  - Cyber insurance.
  - SALS 2023 Construction Challenge grant.
  - 2023-2024 State Aid for Library Construction grant (Attachment #1).
  - Library open banners.
  - Electronic information sign.
12. New business.
  - 2024 Budget (Attachment #2).
  - Other business.
13. Public comments.
14. Next meeting – September 12 2023.
15. Adjournment.

c:\users\edonoghue\documents\wpdocs\bancroft library\agendas\2023\aug.docx

Al Wilson General Contracting LLC  
560 Blind Buck Rd  
Salem, NY 12865

Phone # 518-796-2110

# Proposal

Date	Proposal#
7/24/2023	51

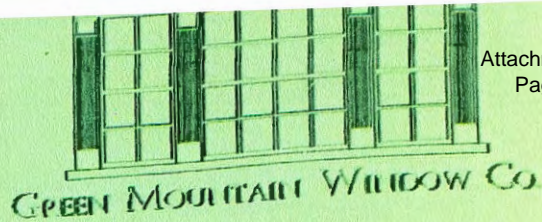
Name / Address
Bancroft Public Library 181 South Main St. Salem, NY 12865

Description	Total
<p>This price is to include the following materials and labor to complete the work as listed below.</p> <p>1. Install 3 - double hung windows in the north entry of the library. ( Please see specs on a separate page). All interior wood will be painted to match existing color.</p> <p>2. Install 2- thermal pane units on the interior of the stained glass transoms (One in the north entry door transom and one in the Proudfit Hall entrance off Main Street).</p> <p>3. Install 2- exterior electric outlets on the Main Street side of the building.</p> <p>All work will be done as per New York State code. All workers will be covered by adequate insurance. All debris caused from this work will be removed from the premises.</p> <p>Total Price to complete above listed job: 13,933.00 Sales Tax 0.00</p>	
<b>Total</b> \$13,933.00	

Signature \_\_\_\_\_



Green Mountain Window Company  
92 Park Street  
Rutland, VT 05701  
Phone: (802) 747-6915  
Fax: (802) 747-7864



Attachment # 1  
Page 2 of 4

To: WIL400  
AL WILSON GENERAL CONTRACTING  
560 Blind Buck Road  
Salem NY 12865

Ship To:  
AL WILSON GENERAL CONTRACTING  
560 Blind Buck Road  
Salem NY 12865

FOB: DLVD	Entd By: Dave	Via: OUR TRUCK	Contact:
Type: WHSE	In: 06 / Out: 06	Terms: Deposit+COD	Your Order

Line #	Item Number	Description	Quantity
0001.00	*039834001.00	Double Hung Milestone Insert, Frame = 32 5/8" x 55-5/8" to long point, SS - 27 3/8 x 23 7/8, Pine, Cabot Finish Ext. -Ultra White, Beige Weather strip, Primed Interior, No Casing, 1/2" Glass, Wood Glazing Bead, Low-E w/ Krypton, 3 3/8 Jamb, White Lock, White Tilt Latch, No Screen, 6/1, 5/8" SDL w/ Gray Pencil Bar, No Sill Nose, 14 degree sill bevel	3.00



## 2023-2024 STATE AID FOR LIBRARY CONSTRUCTION PROJECT DETAILS



Replace three windows. Six panes over one pane windows, to be low-E and painted to match existing finishes with jamb locks.



Install low-E window behind stained glass windows above entrances. Paint to match existing finishes.

Install two outside electric outlets, one each on the north and south Main Street corners of the building.

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

### HISTORIC DISTRICT

### SALEM, NEW YORK

Applications are due 14 days prior to the regular meeting scheduled for the third Monday of each month at 4 p.m. in the Archives of the Historic Salem Courthouse. Applicant or agent must be present at the regular meeting and the public hearing if a public hearing is required.

Please present 3 (three) copies

Date 7/9/2023  
Name of Applicant Bancroft Library Phone 518.854.7463  
Address 181 S. Main St.

Is applicant owner of the property? Yes ☐ No ☒

Is application for residential use? Yes ☐ No ☒ Commercial use? Yes ☐ No ☒

If applicable: type of commercial business public library

Days and hours of business Mon-Sat. various

Location of project, including tax parcel number:

181 S. Main St. 208.12-3-7

Description of Project: Replace 3 windows. Install 2 exterior electrical outlets on north and south side corners.

Please attach any maps, drawings, blueprints, materials list etc. to application.

Names of adjacent property owners: DMH Rentals, 179 Main

Moriarty, Christopher 7 West Broadway

Applicant signature Edward A. Donoghue President

Action taken: Approved ☒ Disapproved ☐ Modified ☐ Exempt ☐

Public Hearing required? Yes ☐ No ☐

Explanation for action if needed: \_\_\_\_\_

HP Commission signature Judith Flagg Date 7/17/23

**BANCROFT PUBLIC LIBRARY--DRAFT 2024 BUDGET**

<b>Revenues and Other Sources</b>		<b>2022</b>	<b>2023</b>	<b>2024</b>	
L2082	<b>Library Fines and Fees</b>	\$1,000.00	\$1,000.00	\$1,000.00	
L2360	<b>Town of Salem</b>	\$32,000.00	\$32,640.00	\$33,300.00	2%
L2360	<b>Salem CSD/Library Tax</b>	\$29,775.00	\$38,775.00	\$42,275.00	
L2401	<b>Interest and Earnings</b>	\$400.00	\$200.00	\$4,500.00	
L2705	<b>Gifts and Donations</b>	\$5,000.00	\$0.00	\$0.00	
L3840	<b>NYS Aid (LLSA through SALS)</b>	\$1,382.00	\$1,434.00	\$1,434.00	
<b>Total Revenues</b>		<b>\$69,557.00</b>	<b>\$74,049.00</b>	<b>\$82,509.00</b>	
<b>Appropriated Fund Balance</b>		<b>\$5,856.00</b>	<b>\$4,292.00</b>		
<b>Total Revenues and Other Sources</b>		<b>\$75,413.00</b>	<b>\$78,341.00</b>	<b>\$82,509.00</b>	

**Expenditures**

L7410.1	<b>Library Director</b>	\$23,432.00	\$24,864.00	\$25,610.00	3%
L7410.1	<b>Deputy Director</b>	\$15,835.00	\$16,802.00	\$17,306.00	3%
L7410.11	<b>Staff</b>	\$7,000.00	\$7,380.00	\$7,600.00	3%
L7410.2	<b>Circulating Items</b>	\$12,000.00	\$12,000.00	\$14,000.00	
L7410.4	<b>Contractual Detail*</b>	\$12,800.00	\$12,995.00	\$14,000.00	
L9010.8	<b>Retirement</b>	\$1,046.00	\$500.00	\$0.00	
L9030.8	<b>SS/Med Employer Match</b>	\$3,300.00	\$3,800.00	\$3,993.00	
<b>Total Expenditures</b>		<b>\$75,413.00</b>	<b>\$78,341.00</b>	<b>\$82,509.00</b>	

\$0.00

<b>Contractual Detail*</b>			
<i>Library Materials</i>	<i>\$4,000.00</i>	<i>\$4,000.00</i>	<i>\$4,000.00</i>
<i>Software</i>	<i>\$500.00</i>	<i>\$500.00</i>	<i>\$500.00</i>
<i>Joint Automation Svcs</i>	<i>\$4,300.00</i>	<i>\$5,565.00</i>	<i>\$5,565.00</i>
<i>Postage</i>	<i>\$60.00</i>	<i>\$120.00</i>	<i>\$120.00</i>
<i>Telephone and Internet</i>	<i>\$540.00</i>	<i>\$1,810.00</i>	<i>\$1,810.00</i>
<i>Miscellaneous</i>	<i>\$3,400.00</i>	<i>\$1,000.00</i>	<i>\$2,005.00</i>
<i>Total</i>	<b><i>\$12,800.00</i></b>	<b><i>\$12,995.00</i></b>	<b><i>\$14,000.00</i></b>