



## **BOARD OF TRUSTEES MEETING**

### **May 14, 2024 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 April 9, 2024 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.
  - 2023-2024 State Aid for Library Construction grant.
  - 2024 SALS Challenge Grant.
  - Library building expansion (Attachment #1).
  - Electronic information sign.
  - Library sign.
12. New business.
  - Flood insurance help.
  - Other business.
13. Public comments.
14. Next meeting.
  - June 11, 2024
15. Adjournment.

c:\users\edonoghue\documents\wpdocs\bancroft library\agendas\2024\may.docx

February 1, 2024

Mr. Edward A. Donoghue  
President, Board of Trustees  
Bancroft Public Library  
181 S. Main St  
PO Box 478  
Salem, NY 12865

384 Broadway  
Albany, NY 12207  
518.449.5440 tel  
518.449.5828 fax

64 Fulton Street  
Suite 402  
New York, NY 10038  
212.619.4881 tel  
212.619.4882 fax

Dear Ed,

We understand that the Library wishes to extend the current library space into the unused fire department bays at the west side of the building.

[www.jgwaarchitects.com](http://www.jgwaarchitects.com)

We propose to prepare a basic schematic design for this work consisting of a floor plan and outline specifications. After the documents are completed and approved by the Library, they can be submitted to your granting agency for funding. Once construction funding is secured, the drawings and specifications that can be used to contract with a builder to carry out the work can be completed under a separate contract.

John G. Waite, FAIA  
Douglas G. Bucher  
(1947-2023)  
Clay S. Palazzo,  
AIA, LEED AP  
Nancy A. Rankin,  
AIA, LEED AP

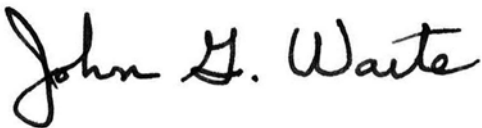
We propose to undertake the preparation of the drawings for a fee of \$5,000. Only architectural services will be provided for this fee. No engineering (MEP) will be provided.

William J. Brandow  
Shannon E. Brown,  
AIA  
Chelle M. Jenkins  
Matthew K. Scheidt,  
AIA, LEED AP

Matthew Scheidt, who has been responsible for the previous work on the Library, will be project manager for the Bancroft Library project.

Katherine A. Onufer,  
AIA, CDT, CSI  
(1980-2020)

Sincerely,



John G. Waite, FAIA

# BANCROFT PUBLIC LIBRARY LIBRARY EXPANSION

Items Architect should consider in drafting plans for expansion:

- One or two small rooms for quiet studying or business.
- Space behind circulation desk for staff to work at table or counter.
- Storage room, closet or cabinets, located next to circulation desk.
- Safe access to basement.
- Secure access from outside to room for rubbish containers and yard equipment. Access should be from area outside of fenced courtyard.
- Relocating adult stacks to former fire bays.
  - Provide video monitoring with on-site storage.
- Relocating juvenile stacks and space to within view of circulation desk.

## **DELIVERABLES**

- Construction plans.
- Estimated cost for;
  - Construction; and
  - John G Waite Associates services.