

## SERVICES COMMITTEE

August 13, 2008

**PRESENT:** Erin Apostol, Brian Hartson, Mary Muller, Richard Naylor, Philip Ritter, Heidi Fuge

**EXCUSED:** Lois Prenovost

E. Apostol, Chair, convened the meeting at 3:30 PM. She welcomed R. Naylor to the Committee as the new representative from the Directors Association.

### I. **CONSTRUCTION GRANT APPLICATIONS (see pages 3 - 7 for the approved funding)**

- P. Ritter reviewed his recommendations for the \$800,000 grant program. He noted that the amount available to UHLS was affected by the 2% across-the-board reduction. The total amount available is \$24,718. and the grant requests totaled \$38,892. He explained his rationale for the recommendations: the Nassau Library's project was at the minimum level for funding and therefore he recommended that they receive the full 50%, the rest of the funds were to be distributed in an equal percentage for the other five projects. He noted that since the other five projects did not receive the full amount for which they were eligible, this means that if there are funds left over from projects outside UHLS, those libraries may possibly receive increased amounts.

**MOTION:** M. Muller moved to recommend that the Board approve the applications as presented. B. Hartson seconded. Unanimous.

- P. Ritter reviewed his recommendations for the \$14 million grant program. Since the funds for this program come from a different State division, they were not affected by the 2% reduction, however, the money available was only 19% of the total amount requested by the libraries. He noted that projects under this program are subject to review and restrictions under the Dormitory Authority of the State of New York (DASNY). He explained his rationale for the recommendations:
  - the Valley Falls project could have come under the other grant program however they chose to submit it under this program and the grant application was excellent and complete. Since the project is small, he recommends 50% funding.
  - the Brunswick project is crucial since this library has not ever been able to meet the State Minimum Standards. If this project is not funded at 50%, the library would not be able to renovate the newly-purchased facility.
  - the projects for Altamont, Rensselaer, Rensselaerville, Stephentown, Troy and Guilderland are recommended at 25% funding.
  - the projects for Bethlehem and Albany are funded at a percentage of the remaining funds since their projects are very large. Both of these libraries would undertake the projects whether they received the grant or not but they deserve to receive some of these funds.

Discussion. E. Apostol expressed concern about the Brunswick situation and the fact that it doesn't show a great deal of community support if they can't afford the project without the construction grant funds. M. Muller noted that she can sympathize with the Brunswick library and the fundraising problems and she thinks that raising \$100,000 in one year is an impressive achievement for that library, especially since it is a sprawling town that lacks a real community center. It is possible that receipt of the

construction grant might help the library to generate more funds in the community and that once the new library has opened it also might help to establish a central area for the community.

**MOTION:** M. Muller moved to recommend that the Board approve the grant applications as presented. B. Hartson seconded. Unanimous.

## **II. OUTREACH ADVISORY COUNCIL MEMBERSHIP**

P. Ritter presented the list of proposed new members to the Outreach Advisory Council. Their terms would run from July 1, 2008 to June 30, 2011. The names are as follows: Barbara Wyman, Deirdre Greco, Rose Golden, and Richard Iannello.

Consensus to recommend that the Board approve these new members.

## **III. HEALTH LITERACY GRANT**

P. Ritter reported that UHLS will not be applying for this grant. The libraries that are already involved in the Fit for Life grant decided that an additional grant was not needed at this time.

## **IV. OTHER BUSINESS**

P. Ritter presented a request from Mary Fellows to apply for a \$12,000 grant from the NYS Department of Environmental Conservation for the Hudson River quadricentennial. The grant would tie-in with the Riverway Storytelling Festival.

**MOTION:** B. Hartson moved to recommend that the Board approve submitting this grant application. M. Muller seconded. Unanimous.

4:00 PM Meeting adjourned

NEXT MEETING: Wednesday, September 10<sup>th</sup> at 3:30 PM

Heidi A. Fuge  
8/14/08

**Upper Hudson Library System**  
**Summary of the**  
**\$14 Million Public Library Construction Grant Applications FY2008-2011**  
**Total Available Funds = \$441,390**  
**Recommendations for funding in priority order**  
**Approved by UHLS Board of Trustees – August 13, 2008**

**TOTAL COST OF THE PROJECTS: \$2,309,829**  
**TOTAL REQUESTED FUNDING: \$1,141,913 (49.4371%)**  
**TOTAL RECOMMENDED FUNDING: \$441,390 (19.1092%)**

- 1. Valley Falls Free Library – Project:** Replace four original basement windows with high-energy efficient windows. Relocate the oil and air conditioning lines from one window to the foundation wall. Install a new high energy efficient furnace to replace the 30+-year old furnace. These renovations will aid in basement moisture control, provide for more efficient utilization of basement storage areas, improve user accommodations, and increase the overall comfort and energy efficiency of the building. Cost of the project for which funding is being requested: \$ 5,588.  
Amount of Public Library Construction Program funds requested: \$2,794.  
**Recommended funding: \$ 2,794. (50%)**
- 2. Brunswick Community Library – Project:** Renovate the newly purchased 2,400 square foot facility at 4118 Route 2 in Brunswick. This will include site work, interior and exterior renovations and modifications, radon remediation, fire and security system installation, and purchase of new furniture and equipment. This grant will enable the library to fully comply with NYS standards regarding space, shelving, and seating. Since this library has never complied with these standards, UHLS has always had to recommend a variance each year to DLD. Since DLD has indicated that they are not inclined to continue approving such variance requests, this project needs to be completed. Cost of the project for which funding is being requested: \$203,686.  
Amount of Public Library Construction Program funds requested: \$101,843.  
**Recommended funding: \$101,843. (50%)**
- 3. Altamont Free Library – Altamont Train Station – Project:** Rehabilitate and renovate the 1897 facility for use as the new home of the Library. This project involves the repair and restoration of the inside of the facility. The scope of the work includes: creation of a floor that supports the weight of library stacks by installing concrete piers and steel columns in the basement, repair and renovation of the existing woodwork, repair the original hardwood floor, conversion of the space from offices to an open library, create a mezzanine and attic, install energy efficient interior storm windows and doors, and install other features as needed. Cost of the project for which funding is being requested: \$151,779.  
Amount of Public Library Construction Program funds requested: \$75,889.  
**Recommended funding: \$ 37,945. (25%)**

**(Continued)**

**\$14 Million Public Library Construction Grant Applications FY2008-2011 – page 2**

- 4. Rensselaer Public Library – Project:** The City of Rensselaer has already purchased from the 2007-2010 State Construction Grant funds a building at 676 East Street to be used as the new library facility. The cost for redesigning and totally renovating the interior of this building has been estimated at \$833,625, and the City has passed a resolution affirming that they intend to bond for the necessary funds for this total project. The cost of the General Construction phase of the project has been estimated at \$479,275, and the City is seeking funds to assist with this part of the renovation.  
Cost of the project for which funding is being requested: \$479,275.  
Amount of Public Library Construction Program funds requested: \$239,637.  
**Recommended funding: \$119,819. (25%)**
- 5. Rensselaerville Library – Project:** Complete the third and final phase of the renovation of the library by renovating the upstairs kitchen into a usable and handicapped accessible community room. This will be done by expanding the bathroom wall, replacing the kitchen windows with energy efficient windows, removing all kitchen counters, cabinets, and sink and replacing them with a small kitchenette, installing emergency exit doors, rewiring the entire area, constructing interior storm windows throughout the building, installing rear exterior siding, and connecting the two basements with a fire-rated door.  
Cost of the project for which funding is being requested: \$41,880.  
Amount of Public Library Construction Program funds requested: \$20,940.  
**Recommended funding: \$ 10,470. (25%)**
- 6. Stephantown Memorial Library – Project:** Continuing the expansion and general refurbishing of this facility, this phase will create a handicapped entrance and install a ramp/deck, create a workroom space, repair the foundation, replace the carpeting in the children's room, and install a new roof over the older portion of the building.  
Cost of the project for which funding is being requested: \$ 29,590.  
Amount of Public Library Construction Program funds requested: \$14,795.  
**Recommended funding: \$ 7,397. (25%)**
- 7. Troy Public Library – Hart Memorial Building – Project:** Repair and renovation of the basement area of this building in order to provide for enhanced work space for employees and greater energy efficiency. This will include asbestos abatement, patching of all wall surfaces, seal the stone foundation, construct a wood frame wall in front of the foundation wall, re-route plumbing as needed, upgrade incoming electrical service, replace all lighting fixtures with new fluorescent fixtures, install suspended drop ceilings, patch concrete floor, install commercial grade carpeting, and replace exterior windows.  
Cost of the project for which funding is being requested: \$117,642.  
Amount of Public Library Construction Program funds requested: \$58,821.  
**Recommended funding: \$ 29,410. (25%)** **(Continued)**

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- 8. Guilderland Public Library – Project:** Remediation of the skylight by glazing 30 of 60 panes of glass that compose a skylight that runs the length of the current Adult Services area. The skylight was part of the original construction of the library and was oriented incorrectly. As a result the skylight has been covered with a canvas tarp to mitigate the problem of heat and excess light. Since the usage of the area underneath the skylight has been limited, the remediation of the skylight through a newer glazing technology will allow the library to locate computer stations in the area and to remove the canvas tarp in order to increase the solar gain from the unglazed half of the skylight in the winter months.  
Cost of the project for which funding is being requested: \$94,355.  
Amount of Public Library Construction Program funds requested: \$47,177.  
**Recommended funding: \$ 23,589. (25%)**
- 9. Bethlehem Public Library – Project:** Redesign the parking lot in order to improve its convenience, access, and safety. Increase the number of parking spaces by 35% bringing the total to 116, including 6 disabled access spaces. Create dedicated exit and entrance drives that would eliminate the dangerous access and egress conditions. Create walkways across the grounds that will link the parking areas with crosswalks leading to the library building.  
Cost of the project for which funding is being requested: \$460,034.  
Amount of Public Library Construction Program funds requested: \$230,017.  
**Recommended funding: \$ 41,938. (9.1163%)**
- 10. Albany Public Library – Arbor Hill / West Hill Branch – Project:** As part of the overall renovation and construction of the branch libraries of the Albany Public Library, these funds would be used to support the installation of the electrical, plumbing, and geothermal heating/cooling systems at this new branch library. This will enable the facility to be an energy efficient and LEED certifiable “green” building. This will create low operating costs, low energy demands, and immense savings to the taxpayers over the life of the building.  
Cost of the project for which funding is being requested: \$726,000.  
Amount of Public Library Construction Program funds requested: \$350,000.  
**Recommended funding: \$ 66,185. (9.1163%)**

**Upper Hudson Library System**  
**Summary of the**  
**\$800,000 Public Library Construction Grant Applications FY2008-2011**  
**Total Available Funds = \$24,718**  
**Recommendations for funding in priority order**  
**Approved by UHLS Board of Trustees – August 13, 2008**

**TOTAL COST OF THE PROJECTS: \$77,785**  
**TOTAL REQUESTED FUNDING: \$38,892 (49.9993%)**  
**TOTAL RECOMMENDED FUNDING: \$24,718 (31.7773%)**

- 1. Nassau Free Library – Project:** Install a stair lift in the stairway that leads to the community room that is located on the lower level of the library. This will then allow full access to programs and meetings to those who are physically handicapped and unable to manage the stairs.  
 Cost of the project for which funding is being requested: \$ 5,050.  
 Amount of Public Library Construction Program Funds requested: \$2,525.  
**Recommended funding: \$ 2,525 (50%)**
- 2. Watervliet Public Library – Project:** Renovate the two existing bathrooms in the library into one unisex handicapped accessible bathroom. This will be done by removing the existing wall, installing new plumbing and fixtures, replacing the existing floor and wall tiles, replacing the lighting fixtures, and installing a drop ceiling. This will improve the access of the library to physically disabled patrons.  
 Cost of the project for which funding is being requested: \$ 9,800.  
 Amount of Public Library Construction Program Funds requested: \$4,900.  
**Recommended funding: \$ 2,990 (30.5121%)**
- 3. Albany Public Library – Main Library – Project:** Upgrade the lighting in the auditorium by replacing all of the old and out-dated florescent and spot lighting fixtures with more energy efficient and effective lighting fixtures. This will make the auditorium more inviting and more efficient.  
 Cost of the project for which funding is being requested: \$10,000.  
 Amount of Public Library Construction Program Funds requested: \$5,000.  
**Recommended funding: \$ 3,051 (30.5121%)**
- 4. Grafton Community Library – Project:** Pave the existing gravel/dirt parking area in the front of the library with commercial grade asphalt. The persistent poor condition of the parking area warrants this action to eliminate a perpetually hazardous situation. This will greatly improve the accessibility for patrons with physical disabilities and will reduce the library's liability for personal injury and damage to patron's vehicles.  
 Cost of the project for which funding is being requested: \$12,435.  
 Amount of Public Library Construction Program Funds requested: \$6,217.  
**Recommended funding: \$ 3,794 (30.5121%)**

**(Continued)**

**\$800,000 Public Library Construction Grant Applications FY2008-2011 – page 2**

- 5. Sand Lake Town Library – Project:** Renovate the children’s room of the library in order to increase its effectiveness and usability for children’s services. This will include a rearrangement of the shelving, replacement of the carpeting, addition of bench-style computer tables, addition of window seating, movement of the existing heating vents, replacement of the existing ceiling with acoustical tile, and general work to enhance the overall atmosphere of the space.

Cost of the project for which funding is being requested: \$23,500.

Amount of Public Library Construction Program Funds requested: \$11,750.

**Recommended funding: \$ 7,171 (30.5121%)**

- 6. Altamont Free Library – Project:** Paint the interior of the library after it has been renovated. This will include preparation of all surfaces as needed, application of appropriate primer and sealers and up to two finish coats on all interior walls, ceilings, trim, doors, and windows.

Cost of the project for which funding is being requested: \$17,000.

Amount of Public Library Construction Program Funds requested: \$8,500.

**Recommended funding: \$ 5,187 (30.5121%)**