

Board of Trustees  
Finance Committee  
Meeting Minutes  
November 28, 2012

Present: Ms. Irion, Ms. Caimano, Mr. Searleman, Mr. Lebowitz, Ms. Putnam entered at 3:51 pm.  
Staff: Ms. Webb, Ms. Naftaly, Ms. Davis

Ms. Irion called the meeting to order at 3:38 p.m.

Ms. Naftaly indicated that the Library received three Requests for Proposal for cleaning services for 2013. United Building Maintenance was the lowest bidder at a total of \$38,885. Pat Durkin has checked references for United Building Maintenance and they checked out positively. The proposal work requirements have changed drastically from the last bidding. A lot of items were deleted. Hence the lower bid. Ms. Caimano asked who the references are on the lowest bid. The company that currently does the cleaning did not rebid for a new contract. Ms. Naftaly will draft a letter of agreement between the Library and United Building Maintenance and have Mr. Lebowitz review it and the associated documents. A motion to accept the bid for United Building Maintenance was made by Mr. Lebowitz, seconded by Mr. Searleman for cleaning of Crandall Public Library for the term of (1) one year at a cost not to exceed \$38,880 as per bid packet, 4 yes -1 no (Caimano), Motion carried. Recommendation was made to go to the full Board for approval.

On Monday, November 26<sup>th</sup> Bill Mayes from the NYS Office of the Comptroller visited the Library to make sure we had stayed within the 2% tax cap. He did explain that we did not take the exclusions. He expounded that we will receive a letter of acknowledgement from his office.

There are tax rate changes for the City of Glens Falls and the Town of Queensbury. Every couple of years the figures that we originally get are slightly off. The rates have been recalculated between the time we are required to submit our budget for Board approval and the actual date of the vote.

We were informed by CDPHP that our Health Insurance plan will increase by 9.5% for 2013. We did request a comparison from our broker for several other plans but none are equal to what we currently have. A motion to keep the CDPHP EPO plan that we had in 2012 was made by Ms. Caimano, seconded by Ms. Putnam. Motion carried.

Ms. Caimano questioned how the Library can generate revenue from our patrons outside the district. Discussion ensued. Being that Crandall Public Library is a the Central Library for the Southern Adirondack Library System, making changes would cause us to lose a major part of our collections and staffing support if we were no longer the Central Library receiving NYS aid.

A motion to adjourn was made by Ms. Irion, seconded by Mr. Searleman. Motion carried. Meeting adjourned at 4:04 p.m.

Respectfully submitted,

Linda Webb  
Administrative/Human Resource Assistant