

**Town of Ballston Community Library**  
**Board of Trustees Meeting**  
**November 10, 2021**

**Agenda**

- 1) Call to order
- 2) Minutes of November 3 2021 Meeting
- 3) Old Business
  - a) Approval of Credit Card Policy
  - b) Motion to apply for a Credit Card from Ballston Spa National Bank for use by the Town of Ballston Community Library
  - c) NYS Construction Grant Update
- 4) New Business
  - a) Employee Benefits
- 5) Executive Session: Discuss Legal Matters
- 6) Adjournment

**Town of Ballston Community Library**  
**Board of Trustees Special Meeting Minutes**  
**November 3, 2021**

**Call to order:** The meeting was called to order at 7:01 p.m. by President Steve Zarelli.

**Present:** []Rebecca Darling, Director; []Jenn Richard, Adult Services Librarian, []Alyssa Harvey, Youth Services Librarian.

Trustees: []Steve Burchett, []Michelle Hernandez, []Tom Shaginaw, []Carolyn Speenburgh, []Julia Stone, []Sue Tomlinson, []Steve Zarelli

Town of Ballston Representative – []John Antoski

Town of Charlton Representative – []Doug Ranaletto

**Board Minutes:** On a motion by Julia Stone with a second from Carolyn Speenburgh, the trustees voted without exception to approve the minutes of the November 3, 2021 meeting.

**Executive session:** At 7:02 p.m. on a motion by Michelle Hernandez, seconded by Julia Stone, trustees voted unanimously to enter executive session to discuss legal matters. At 7:30, Sue Tomlinson made a motion, which was seconded by Carolyn Speenburgh and passed unanimously, to exit executive session, where no votes were taken.

**Adjournment:** At 7:31, on a motion by Michelle Hernandez, with second from Tom Shaginaw, trustees voted unanimously to adjourn the meeting.

**Minutes respectfully submitted by:** Sue Tomlinson, Secretary

## Town of Ballston Community Library

### P 5500 Credit Cards Policy

The Town of Ballston Community Library (BUR) uses commercial credit cards to expedite operations, to take advantage of the tax exemptions for which the System is eligible, reduce the use of petty cash and to simplify purchasing and accounting procedures.

1. BUR holds the following credit cards:
  - a. Ballston Spa National Bank (BSNB) Visa
2. All receipts for authorized purchases, when using any of the credit cards, must be submitted to the Account Clerk within two (2) business days of the purchase or after returning from travel.
3. Credit cards, when not being used, will be secured in the Library.
4. The BSNB Visa card may be used:
  - a. To register online for conference such as ALA, PLA, NYLA or other approved conferences.
  - b. Preauthorized online or local purchases.
  - c. Deposit or payment for stays in hotels within New York State in order to receive the approved tax exemption available to SALS; Individuals staying at a hotel in NY State must take a copy of the completed tax exempt form. Deposit or payment for stays in hotels outside NY State that are reserved for authorized business travel or conference.
  - d. Transportation expenses that may include airline tickets, shuttle services, taxi, parking related to SALS business or professional conference.
  - e. Meal expenses using the GSA per diem rates <http://www.gsa.gov/portal/content/104877> when attending conferences or meetings overnight. No alcoholic beverages may be included.
  - f. Additional purchases if warranted as a legitimate business related expense and pre-authorized by the Director.
  - g. No personal purchases are permitted.
5. The BSNB Visa credit card statement will be reviewed monthly and signed by the member of the Board of Trustee responsible for reviewing the bills.

Bids Due 3:00 PM

**Bid Opening 3:00 PM at Town of Ballston Community Library**

Contractor Name & Address	Base Bid	Alternate 1 - Lighting Upper Floor	Alternate 2 - Lighting Childrens	Bid Bond	Addendum #1 (11/1/21)	Supplements to Bid Form (Subcontractors)	Contractors Integrity Certification	Sexual Harassment Policy	Non-Collusive Bidding	Non-Discrimination & Affirmative Action	Iran Divestment Affidavit
<b>Akros Management Inc.</b> 46 Rivoli Street Albany, NY 12207 (518) 380-5489	\$119,696.00	\$53,353.00	\$36,363.00	Yes 5%	No	Yes E: Stilsing H: Family Danz	Yes	Yes	Yes	Yes	Yes
<b>Rosch Brothers Inc.</b> 424 Old Niskayuna Rd. Latham, NY 12110 (518) 573-8265	\$109,800.00	\$55,800.00	\$40,800.00	Yes 5%	No	Yes Quality Painters E: Flex H: BPI Piping	Yes	Yes	Yes	Yes	Yes
<b>Hoosick Valley Contractors, Inc.</b> 52 Melrose Valley Falls Rd Melrose, NY 12121 (518) 235-7108	\$108,000.00	\$46,000.00	\$29,800.00	Yes 5%	Yes	Yes (TBD)	Yes	Yes	Yes	Yes	Yes
<b>MR2 Construction Services, LLC</b> 5 Old Stonebreak Rd Malta, NY 12020 (518) 361-3589	\$110,000.00	\$56,500.00	\$36,900.00	Yes 5%	Yes	Yes Kamco Doors P: Tri-Valley E: Flex	Yes	Yes	Yes	Yes	Yes
<b>Gallo Construction Corp.</b> 50 Lincoln Ave. Watervliet, NY 12189 (518) 273-0234	\$106,700.00	\$45,700.00	\$29,340.00	Yes 5%	Yes	Yes (TBD)	Yes	Yes	Yes	Yes	Yes

Apparent Low Bidder - Yellow Highlight

Second Low Bidder - Green Highlight

Bids Due 3:00 PM

**Bid Opening 3:05 PM at Town of Ballston Community Library**

Contractor Name & Address	Base Bid	Alternate 1 - Lighting Upper Floor	Alternate 2- Lighting Childrens	Total Base Bid Plus Alternate 1 & 2	Total Base Bid Plus Alternate 1 ONLY	Difference from Low Bidder / Percentage
<b>Akros Management Inc.</b> 46 Rivoli Street Albany, NY 12207 (518) 380-5489	\$119,696.00	\$53,353.00	\$36,363.00	\$209,412.00	\$173,049.00	\$12,996.00 10.86%
<b>Rosch Brothers Inc.</b> 424 Old Niskayuna Rd. Latham, NY 12110 (518) 573-8265	\$109,800.00	\$55,800.00	\$40,800.00	\$206,400.00	\$165,600.00	\$3,100.00 2.82%
<b>Hoosick Valley Contractors, Inc.</b> 52 Melrose Valley Falls Rd Melrose, NY 12121 (518) 235-7108	\$108,000.00	\$46,000.00	\$29,800.00	\$183,800.00	\$154,000.00	\$1,300.00 1.20%
<b>MR2 Construction Services, LLC</b> 5 Old Stonebreak Rd Malta, NY 12020 (518) 361-3589	\$110,000.00	\$56,500.00	\$36,900.00	\$203,400.00	\$166,500.00	\$3,300.00 3.00%
<b>Gallo Construction Corp.</b> 50 Lincoln Ave. Watervliet, NY 12189 (518) 273-0234	\$106,700.00	\$45,700.00	\$29,340.00	\$181,740.00	\$152,400.00	

Apparent Low Bidder - Yellow Highlight

Second Low Bidder - Green Highlight

**Construction (to be publicly bid all together in one package)**

General Construction <sup>1</sup>	\$58,144.00	<i>BRMA/Wainschaf Construction</i>	<i>(includes escala)</i>
Base Bid Electrical <sup>2</sup>	\$30,069.19	<i>PointSource / Clune</i>	<i>(includes escala)</i>
Electrical Alternate 1 <sup>3</sup>	\$69,922.63	<i>PointSource / Clune</i>	<i>(includes escala)</i>
Electrical Alternate 2 <sup>4</sup>	\$43,705.19	<i>PointSource / Clune</i>	<i>(includes escala)</i>
<b>Total Construction</b>	<b>\$201,841.00</b>	<i>This is the construction bid pricing we're expecting for entire project</i>	

**Furniture Package (NYS Contract Pricing)**

Furniture (History Room)	\$22,804.03	<i>Accent Furniture Quote</i>	<i>(to be updated)</i>
	<b>\$22,804.03</b>		
Architect's Fee	<b>\$19,000.00</b>	<i>BRMA (2 Agreements)</i>	
<b>Total Project Cost</b>	<b>\$243,645.03</b>		

**FUNDING BREAKDOWNS:**

75%	\$182,733.77	<i>DLD Match</i>
25%	\$60,911.26	<i>TBCL Contribution</i>
		<b>\$243,645.03</b>
<hr/>		
50%	\$121,822.52	<i>DLD Match</i>
50%	\$121,822.52	<i>TBCL Contribution</i>
		<b>\$243,645.03</b>

- <sup>1</sup> General Construction includes painting of the stairways
- <sup>2</sup> Base Bid includes Stair lighting this phase & 2-story space
- <sup>3</sup> Alternate #1 includes Lighting for Second Floor areas
- <sup>4</sup> Alternate #2 includes Lighting for Children's area