

BOARD OF TRUSTEES

Regular Session Meeting Minutes – January 9, 2025

Meeting opens: 5:32pm

Members Present: Jeffri Boisvert, Al Buyck, Jillian Sandy, Olivia Shimkus, Sarah Glose, Charmian Foster, Tom Jahn, Vikki Collazo, Kelly Sullivan, Katie Bowers, Emily Jones, Kate Miller-Corcoran

Not Present:

Also Present: Josias Bartram, Laura Haynes, Michelle Brandone, Rebecca Stone, Sherry Kowalski, Alex Fisher

CALL TO ORDER - 5:32pm

AMENDMENTS TO THE AGENDA

PUBLIC COMMENTS

MINUTES: December 12, 2024

Motion to accept the minutes: Vikki Collazo, Second Jillian Sandy. Passes unanimously.

NEW BUSINESS

- Nominating Committee
 - Nomination for Officers:
 - President: Al Buyck
 - Vice President: Jeffri Boisvert
 - Secretary: Katie Bowers
 - Treasurer: Vikki Collazo
 - Call for alternative nominations:
 - None
 - **Motion to accept the nomination: Sarah Glose, Second Charmian Foster. Passes unanimously.**
- Committees
 - Executive Committee: Al Buyck, Jeffri Boisvert, Katie Bowers, Vicki Collazo
 - Discussion about if community members can appoint community members to lead committees, for example, Kate is a good candidate to continue leading

Strategic Planning. Agreed that this can be delegated by the Chairperson as needed/determined appropriate.

- Strategic Planning:
 - Chairperson: Kelly Sullivan
 - Members: Charmian Foster, Kate Miller-Corcoran (Community member and appointed lead)

- Finance:
 - Chairperson: Vicki Collazo
 - Members: Al Buyck, Olivia Shimkus, Tom Jahn

- Nominating:
 - Chairperson: Charmian Foster
 - Members: Vicki Colazzo, Sarah Glose, Jillian Sandy

- Personnel:
 - Chairperson: Al Buyck
 - Members: Jeffri Boisvert, Vicki Collazo, Olivia Shimkus

- Marketing:
 - Chairperson: Jillian Sandy
 - Member: Sarah Glose

- DEI:
 - Chairperson:
 - Members: Jeffri Boisvert, Emily Jones

- Policy:
 - Chairperson: Sarah Glose
 - Members: Katie Bowers, Kelly Sullivan, Jeffri Boisvert

- Proposed ad hoc committee - Construction Project Management:
 - Chairperson: Kelly Sullivan
 - Members: Jeffri Boisvert

- Four County Library System/ BCPL Liaison (attend meetings 6x per year, maintain relationship with 4CLS):

- Friends of The Library Liaison (attend semi - meetings monthly at BCPL): Sarah Glose

- Update on approval of new trustees
 - Three trustees on the January agenda for County Legislature. Once confirmed, will be full voting members: Tom, Olivia, and Emily

- 2025 Board Policies & Documents
 - Board Recognition
 - What do we do to honor exemplary service to the board/library? Ideas:
 - Plaque
 - On recognition wall, or
 - In particularly meaningful place to the person in the library
 - Rename room/area of library
 - Usually this is reserved for large donations
 - Also what if the room changes use/location/etc?
 - Event - name event after member
 - Depends on who the host of the event is - we don't host all the events in the library
 - A recognition event should be hosted regardless, or it should be a special portion of an existing event (like the Friends Gala)
 - Resolution from the County Executive
 - Our favorite ideas are plaque, event presentation, and resolution
 - **Motion to delegate decisions around formal recognition of past board members to the Executive Committee: Sarah Glose, Second Kelly Sullivan. Passes unanimously.**
 - Board Chronology
 - BCPL Trustees – 2025 (new format): Format has changed - provide feedback to Josias
 - 2025 Organizational Chart
 - Green positions represent new positions - we've grown a lot!
 - We have one vacancy for a part-time clerk.
 - Board documents logins
 - Can everyone log in? Yes!

- Required trustee education
 - Professional development
 - Two hours of training are required for all BCPL board members
 - Send completed form/certificate to AI and Josias
 - NY Sexual harassment prevention training
 - Required for all BCPL board members (by NYS)
 - If you already do this training through work, you don't have to do it again. Just document and send to AI and Josias.
 - If you don't receive this training through work, talk to Josias

- Requires approval
 - BCPL Trustees – 2025 (new format)
 - We like the new format - easy to read, highlights committee assignments, etc.
 - 2025 Holiday Closing Dates (new format)
 - **Motion to approve Holiday Closing Dates: Sarah Glose, Second Jeffri Boisvert. Passes unanimously.**
 - 2025 Schedule of Meetings
 - **Motion to approve Schedule of Meetings: Al Buyck, Second Sarah Glose. Passes unanimously.**

- Hoopla contract
 - E-books and audiobooks. We pay for this individually, but carry along several other libraries on the contract.
 - One-year contract expiring at the end of March. Want to vote now to allow continuous service.
 - Last year we did \$30K, this year we put \$48K. This reflects a realistic estimate of what we will be spending.
 - **Motion to approve Hoopla contract: Jillian Sandy, Second Al Buyck. Passes unanimously.**

OLD BUSINESS

- Bylaws
 - Questions: none
 - **Motion to accept: Charmian Foster, Second Vikki Collazzo. Passes unanimously.**

- Security/trespassing incident - update
 - Have a meeting with BC Security and the County Executive's office next week.
 - Why was Josias not notified earlier?
 - Why weren't motion detectors set off?
 - Request for more consistency in officers assigned to the library
 - Expecting meeting to be positive and productive

- Emergency Services MOU
 - Discussion continues - not yet ready to present for vote.

- Renovation/Projects update
 - Progress has been made! Had meeting with new Deputy Commissioner for Engineering. Went through priority order and Josias is feeling positive that this is the year that we'll get these projects done:
 - Downstairs bathroom reno

- Door to garden
 - Discussion about signage and use as emergency exit (can't be used for this, because the garden can be locked).
- Security office off of rotunda

REPORTS

- December Financials
 - Spent the whole budget without going over! Woo!
 - Still a few utility payments that will clear
 - Revenue is still coming in from the city and the state - with this, we will come in over on revenue, which makes this a great revenue year!
- Director's Report
 - Currently have the best team since Josias started!
 - Still have one PT vacancy and one FT librarian out on long-term medical leave
 - Josias and Sherry will be engaging in a staffing needs assessment to make sure people are properly allocated and address need for increased staffing
 - CSEA contract expires this year, so we will be involved in negotiations this year.
 - Format for financial reports will be changing this year - will mesh better with what Josias downloads from the new county system.
 - Received \$2,000 from the Rumble Ponies - thank you, Rowdy! 🐎🏈
 - Procedure for longer bans update - the bus station has started issuing bans. This will be considered as a data point if patrons become violent/otherwise highly disruptive in the library requiring a ban.
- Staff Reports
 - Liked the section around circulation
 - Excited about the art cart!
- Committee Reports
 - Hit up the marketing committee if you want help with attaching community members
- Friends
 - Annual meeting (with officer elections) is this month
 - Book Sale schedule is out! A few fewer sales this year, which makes sense because they did *so many* last year.
 - John Spencer is running meetings while JoAnne is out.
 - Josias is on the hunt for an exciting big name speaker for the Gala!
 - They are also looking for sponsors for the Gala - reach out if you are interested in helping!
- **6:48pm Motion to Adjourn: Kate Miller-Corcoran, Second Jillian Sandy. Passes unanimously.**
- Meeting adjourns: 6:48pm

Service Contract
Image Integrator, LLC
 1005 W. Fayette Street, Syracuse NY 13204 Suite 3D (315) 474-9788

Bill To:
 Broome County Public Library
 Local History-2nd floor
 185 Court St
 Binghamton, NY 13901

Location of Equipment:
 Broome County Public Library
 Local History-2nd floor
 185 Court St
 Binghamton, NY 13901
 Sherry Kowalski 607-778-6407

QTY	DIV	Item	Desc	Serial #	Maint \$
1			ST600 X	ACH003247	\$625.00
				Total:	\$625.00

Effective From: 05/1/2025-04/30/2026 SC01063

1. In consideration of the observance by Broome County Public Library of the terms and conditions hereof, Image Integrator, LLC agrees, subject to the terms and conditions hereof to:

- A) **Contract Coverage:** All parts, travel, labor, training, and service.
- B) **Exclusions:** Customer to provide Consumables. (ie: PM kits, toner, starter, paper, lamps, ink, etc.)

2. Broome County Public Library electrical supply must meet manufacturer's specification requirements. If not, Albany City Hall agrees to upgrade to required specs or contract will be voided without refund. Any damages caused by improper electric will result in parts & labor charges at the prevailing rates.

A) Only authorized personnel will service this contract, unauthorized personnel other than Image Integrator, LLC will void this contract without refund.

3. All calls will be performed during normal working hours. Calls requested for other than normal working hours (8:30 AM - 5:00 PM) will be charged to Broome County Public Library at prevailing rates. The availability of manpower for such services will be determined solely by Image Integrator, LLC. Coverage response time, 24 hours. Average response time is 4 hours.

A) The rate shown above is for performing service only at the location listed above. Should Broome County Public Library relocate the equipment to a different zone, the rate will be increased or decreased accordingly for the balance of the term & zone.

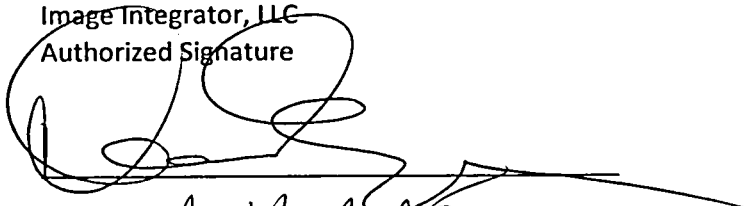
B) The overhauling and/or rebuilding of the equipment described above is not provided under the terms of this agreement. No such work will be performed until a written estimate of charges, including parts, transportation, and labor has been submitted to be approved by Broome County Public Library.

4. Contract pricing is subject to change year to year as seen fit by Image Integrator, LLC.

Broome County Public Library
 Customer Signature

 Date _____

Image Integrator, LLC
 Authorized Signature


 Date 5-17-2025

Service Contract
Image Integrator, LLC
 1005 W. Fayette Street, Syracuse NY 13204 Suite 3D (315) 474-9788

Bill To:
 Broome County Public Library
 Local History-2nd floor
 185 Court St
 Binghamton, NY 13901

Location of Equipment:
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 Local History-2nd floor
 185 Court St
 Binghamton, NY 13901
 Sherry Kowalski 607-778-6407

QTY	DIV	Item	Desc	Serial #	Maint \$
1			MS6000	34014976	\$750.00
				Total:	\$750.00

Effective From: 05/1/2025-04/30/2026 SC00073

1. In consideration of the observance by Broome County Public Library of the terms and conditions hereof, Image Integrator, LLC agrees, subject to the terms and conditions hereof to:

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- B) **Exclusions:** Customer to provide Consumables. (ie: PM kits, toner, starter, paper, lamps, ink, etc.)

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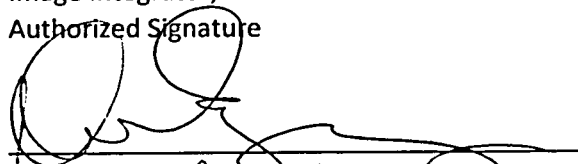
B) The overhauling and/or rebuilding of the equipment described above is not provided under the terms of this agreement. No such work will be performed until a written estimate of charges, including parts, transportation, and labor has been submitted to be approved by Broome County Public Library.

4. Contract pricing is subject to change year to year as seen fit by Image Integrator, LLC.

Broome County Public Library
 Customer Signature

Date _____

Image Integrator, LLC
 Authorized Signature



Date 05-14-2025

Service Contract
Image Integrator, LLC
 1005 W. Fayette Street, Syracuse NY 13204 Suite 3D (315) 474-9788

Bill To:
 Broome County Public Library
 Local History-2nd floor
 185 Court St
 Binghamton, NY 13901

Location of Equipment:
 Broome County Public Library
 Local History-2nd floor
 185 Court St
 Binghamton, NY 13901
 Sherry Kowalski 607-778-6407

QTY	DIV	Item	Desc	Serial #	Maint \$
1			ST Viewscan 3	15077-70311	\$900.00
				Total:	\$900.00

Effective From: 05/1/2025-04/30/2026 SC01062

1. In consideration of the observance by Broome County Public Library of the terms and conditions hereof, Image Integrator, LLC agrees, subject to the terms and conditions hereof to:

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- B) **Exclusions:** Customer to provide Consumables. (ie: PM kits, toner, starter, paper, lamps, ink, etc.)

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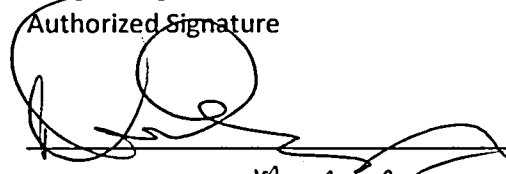
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4. Contract pricing is subject to change year to year as seen fit by Image Integrator, LLC.

Broome County Public Library
 Customer Signature

 Date _____

Image Integrator, LLC
 Authorized Signature



 Date 2-12-2025

Service Contract
Image Integrator, LLC
 1005 W. Fayette Street, Syracuse NY 13204 Suite 3D (315) 474-9788

Bill To:
 Broome County Public Library
 Local History-2nd floor
 185 Court St
 Binghamton, NY 13901

Location of Equipment:
 Broome County Public Library
 Local History-2nd floor
 185 Court St
 Binghamton, NY 13901
 Sherry Kowalski 607-778-6407

QTY	DIV	Item	Desc	Serial #	Maint \$
1			MS6000	34017105	\$750.00
				Total:	\$750.00

Effective From: 05/1/2025-04/30/2026 SC00071

1. In consideration of the observance by Broome County Public Library of the terms and conditions hereof, Image Integrator, LLC agrees, subject to the terms and conditions hereof to:

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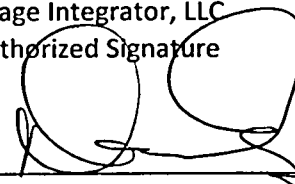
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Broome County Public Library
 Customer Signature

Image Integrator, LLC
 Authorized Signature

 Date _____



 Date 2-12-2025



PRESENTATION CONCEPTS CORPORATION
Audiovisual - Performance Audio - Commercial Sound Systems
Servicing all of Upstate NY
CERTIFIED NYS WOMEN OWNED BUSINESS ENTERPRISE (WBE)

Sales Quote

Presentation Concepts Corporation
 6517 Basile Rowe
 East Syracuse, NY 13057

Today's Date: January 17, 2025
 Expiration Date: February 16, 2025

Fed ID #: 16-1535373
 Sales Person: TH
 Phone: 315-437-1314 Ext 119
 Fax: 315-437-1001
 Email: thayes@pccav.com

Quote Number: 011725GR-1
 Customer: Broome County Library
 ATTN: Josias Bartram
 Phone: 607-778-6407
 Email: josias.bartram@broomecounty.us

3 Year PCC Pro-Active Maintenance (PAM)

Salesperson	Site Survey Rep	Rooms Covered	Payment Terms
TH	TH	Library Community Room	NET30

Detail of Benefits

PCC's Standard PAM Plan for AV systems enhances the manufacturers' warranties through on-site service/repair and unlimited phone support. Should a malfunction occur with your system, the plan assures rapid response (via telephone/e-mail/video) and onsite response as noted in the chart below. When you call with a problem, a member of our Service Center support team will attempt to remedy the issue over the phone. You will always receive priority technical phone support and have direct access to one of PCC's Certified AV Technicians. If we are unable to resolve the problem over the phone, a qualified service technician will be dispatched to your location to further evaluate the problem and, if possible, complete repairs on the spot. For on-site technical support we will provide a number of on-site service calls (see below). If the number of purchased visits are exhausted, a \$350 Incident Trip fee will be charged for each additional incident. As an additional benefit, customers may choose to use available on-site service calls for preventative maintenance health check visits. Preventative maintenance visits are to inspect your system, test and validate all system functionality to confirm total system operational capability, check all cables and connectors, fine tune and adjust your equipment to manufacturer's specifications, including applicable firmware upgrades. PCC will provide a detailed performance report after each completed preventative maintenance health check visit. If any parts are required to repair your equipment, an estimate will be given before the work is performed. Should repairs require equipment be sent back to the manufacturer, equipment repair/replacement costs and shipping charges (if applicable, and not covered under manufacturer's warranty) will be billed to customer.

<u>Plan Details</u>	No Plan	Standard Plan	Premium Plan	Custom Plan
Response Time	Up to 2 Business Days	Up to 8 Business Hours	Up to 4 Business Hours	2 Business Hours
Onsite Reponse Time	Up to 7 Business Days	Up to 3 Business Days	Up to 2 Business Days	1 Business Day
Hours of Service	8am - 5pm, M-F	8am - 5pm, M-F	8am - 5pm, M-F	Extended
Service Calls	Time and Materials	3	4	Unlimited
Training	-	-	Custom	Custom
Service Parts Shipping	-	-	Ground	Expedited
PCC RM Remote Monitoring	-	-	Optional	Yes
Data Analytics & Reporting	-	-	Optional	Yes
Asset Management & Recycling	-	-	Optional	Yes
Extended Equipment Coverage	-	-	Optional	Yes

3 Year Standard PAM:	\$	3,000.00
Plus Tax Where Applicable:	\$	-
Total:	\$	3,000.00

Maintenance/Service Terms and Conditions

General

Presentation Concepts Corporation (PCC) agrees to provide service and repair services in accordance with this agreement, including any attachments. On-site visits shall include inspection, diagnostic, and, if necessary, adjustment, repair, or replacement of unserviceable parts. Parts shall be new or equivalent to new parts whichever are available at the time of the repair. All defective parts that are replaced shall become the property of PCC. Under this agreement, the standard period for work response shall be Monday through Friday, 9am to 5pm, exclusive of legal holidays and PCC customary business holidays unless otherwise noted.

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Exceptions

Performing service, which would be impractical for PCC staff to render because of alterations in the system/equipment or its connection by mechanical or electrical means to another machine or device are not covered under this agreement.

Procuring and installing media, such as computer software, not supplied by PCC is not covered under this agreement.

During the equipment repair process, if it is determined that the cost of the repair exceeds 50% of the replacement cost of the unit, PCC will not proceed with the repair of said unit. Replacement cost of the unit is to be incurred by the customer.

Changes

This agreement is the entire agreement between PCC and the Customer and shall not be modified or varied except by a written document authorized by both parties

Payment

Payment Terms are NET 30. Payments made beyond 30 days are subject to a finance charge of 1.5% per month. This agreement becomes effective when PCC receives a signed quote.

PRESENTATION CONCEPTS CORPORATION		CUSTOMER	
NAME - PRINT		NAME - PRINT	
SIGNATURE		SIGNATURE	
TITLE	DATE	TITLE	DATE

Bill To:

Ship To (If Different):

[hours & location](#)[donate](#)[how do i?](#)[my account](#)

Catalog Website

[search](#)

Emergency Closings

Last Updated Date

January 11, 2024

The Library Board had adopted the following Broome County policy regarding closing of operations due to emergency situations:

The closing of County operations may at times be required by unforeseen circumstances. Those circumstances may include hazardous weather conditions, breakdown of building utilities such as to create a health hazard, and other emergency conditions. Following is the County's policy with respect to employee attendance as it relates to such closings:

1. All employees of a department or unit are employees of Broome County regardless of the status and appointment of any department.
2. The authority to close County operations, in whole or in part, and to excuse employee absences as a result of such closing rests solely with the County Executive or his designee [Library Director and/or Library Board of Trustees President].
3. Employee absences will be excused without charge to accrued leave time only when the operation in which they work has been officially closed by the County Executive or his designee.
4. Library Director or designee may at his/her discretion excuse employees from their work with appropriate charge to accrued time. Employees without such time accrued may be allowed to leave without pay. (Sick leave, as always, may only be used in the case of illness.)
5. Library Director or designee must advise the Deputy County Executive when he/she believes a condition exists which requires that the operation should be closed, and employees excused.

Additionally, the Library Board recognizes that staff may need additional time to reach the Library when weather conditions are challenging and while a final decision about closing is still being made. Therefore, the Library will automatically delay opening by 2 hours whenever the Binghamton City School District is closed or delayed for weather related reasons (other than those purely based on temperature) and a decision to close the Library hasn't already been made.

Stay Up to Date!

Get the latest updates about what's happening at the library!

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Additionally, the Library Board recognizes that staff may need additional time to reach the Library when weather conditions are challenging and while a final decision about closing is still being made. Therefore, the Library will automatically delay opening by 2 hours whenever the Binghamton City School District is closed or delayed for weather related reasons (other than those purely based on temperature) and a decision to close the Library hasn't already been made. **On Saturdays, the designated Building Supervisor has the authority to delay opening by 2 hours when the Library Director and Assistant Library Director can't be reached. All Building Supervisors will be provided with a list of who to notify in these circumstances, including the Library Board.**

OPEN MEETINGS LAW

PUBLIC OFFICERS LAW, ARTICLE 7

§100. Legislative declaration.

§101. Short title.

§102. Definitions.

§103. Open meetings and executive sessions.

§ 103-a. Videoconferencing by public bodies [Expires and deemed repealed July 1, 2026].

§104. Public notice.

§105. Conduct of executive sessions.

§106. Minutes.

§107. Enforcement.

§108. Exemptions.

§109. Committee on open government.

§110. Construction with other laws.

§111. Severability.

§100. Legislative declaration.

It is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the citizens of this state be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. The people must be able to remain informed if they are to retain control over those who are their public servants. It is the only climate under which the commonwealth will prosper and enable the governmental process to operate for the benefit of those who created it.

§101. Short title.

This article shall be known and may be cited as "Open Meetings Law".

§102. Definitions.

As used in this article:

1. "Meeting" means the official convening of a public body for the purpose of conducting public business, including the use of videoconferencing for attendance and participation by the members of the public body.
2. "Public body" means any entity, for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for the state or for an agency or department thereof, or for a public corporation as defined in section sixty-six of the general construction law, or committee or subcommittee or other similar body consisting of members of such public body or an entity created or appointed to perform a necessary function in the decision-making process for which a quorum is required in order to conduct public business and which consists of two or more members. A necessary function in the decision-making process shall not include the provision of recommendations or guidance which is purely advisory and which does not require further action by the state or agency or department thereof or public corporation as defined in section sixty-six of the general construction law.
3. "Executive session" means that portion of a meeting not open to the general public.

§103. Open meetings and executive sessions.

(a) Every meeting of a public body shall be open to the general public, except that an executive session of such body may be called and business transacted thereat in accordance with section one hundred five of this article.

(b) Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in facilities that permit barrier-free physical access to the physically handicapped, as defined in subdivision five of section fifty of the public buildings law.

(c) A public body shall provide an opportunity for the public to attend, listen and observe meetings in at least one physical location at which a member participates.

(d) Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in an appropriate facility which can adequately accommodate members of the public who wish to attend such meetings.

* NB There are 2 sub (d)'s

(d) 1. Any meeting of a public body that is open to the public shall be open to being photographed, broadcast, webcast, or otherwise recorded and/or transmitted by audio or video means. As used herein the term "broadcast" shall also include the transmission of signals by cable.

2. A public body may adopt rules, consistent with recommendations from the committee on open government, reasonably governing the location of equipment and personnel used to photograph, broadcast, webcast, or otherwise record a meeting so as to conduct its proceedings in an orderly manner. Such rules shall be conspicuously posted during meetings and written copies shall be provided upon request to those in attendance.

(e) Agency records available to the public pursuant to article six of this chapter, as well as any proposed resolution, law, rule, regulation, policy or any amendment thereto, that is scheduled to be the subject of discussion by a public body during an open meeting shall be made available, upon request therefor, to the extent practicable at least twenty-four hours prior to the meeting during which the records will be discussed. Copies of such records may be made available for a reasonable fee, determined in the same manner as provided therefor in article six of this chapter. If the agency in which a public body functions maintains a regularly and routinely updated website and utilizes a high speed internet connection, such records shall be posted on the website to the extent practicable at least twenty-four hours prior to the meeting. An agency may, but shall not be required to, expend additional moneys to implement the provisions of this subdivision.

(f) Open meetings of an agency or authority shall be, to the extent practicable and within available funds, broadcast to the public and maintained as records of the agency or authority. If the agency or authority maintains a website and utilizes a high speed internet connection, such open meeting shall be, to the extent practicable and within available funds, streamed on such website in real-time, and posted on such website within and for a reasonable time after the meeting. For the purposes of this subdivision, the term "agency" shall mean only a state department, board, bureau, division, council or office and any public corporation the majority of whose members are appointed by the governor. For purposes of this subdivision, the term "authority" shall mean a public authority or public benefit corporation created by or existing under any state law, at least one of whose members is appointed by the governor (including any subsidiaries of such public authority or public benefit corporation), other than an interstate or international authority or public benefit corporation.

§ 103-a. Videoconferencing by public bodies [Expires and deemed repealed July 1, 2026].

1. For the purposes of this section, "local public body" shall mean a public corporation as defined in section sixty-six of the general construction law, a political subdivision as defined in section one hundred of the general municipal law or a committee or subcommittee or other similar body of such entity, or any entity for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for an entity limited in the execution of its official functions to a portion only of the state, or a political subdivision of the state, or for an agency or department thereof. For the purposes of this section, a public body shall be as defined in subdivision two of section one hundred two of this article.

2. A public body may, in its discretion, use videoconferencing to conduct its meetings pursuant to the requirements of this article provided that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend and the following criteria are met:

(a) the governing board of a county, city, town or village has adopted a local law, or a public body has adopted a resolution, or the senate and assembly have adopted a joint resolution, following a public hearing, authorizing the use of videoconferencing:

(i) for itself and its committees or subcommittees; or,

(ii) specifying that each committee or subcommittee may make its own determination;

(iii) provided however, each community board in a city with a population of one million or more shall make its own determination;

(b) the public body has established written procedures governing member and public attendance consistent with this section, and such written procedures shall be conspicuously posted on the public website of the public body;

(c) members of the public body shall be physically present at any such meeting unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances, as set forth in the resolution and written procedures adopted pursuant to paragraphs (a) and (b) of this subdivision, including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting. Notwithstanding the in person quorum requirements set forth in this subdivision, the public body may determine, through its written procedures governing member and public attendance established pursuant to and consistent with this section, to allow for any member who has a disability as defined in section two hundred ninety-two of the executive law, where such disability renders such member unable to participate in-person at any such meeting location where the public can attend, to be considered present for purposes of fulfilling the quorum requirements for such public body at any meetings conducted through videoconferencing pursuant to this section, provided, however, that the remaining criteria set forth in this subdivision are otherwise met; and provided, further, that the public body maintains at least one physical location where the public can attend such meeting;

(d) except in the case of executive sessions conducted pursuant to section one hundred five of this article, the public body shall ensure that members of the public body can be heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon;

(e) the minutes of the meetings involving videoconferencing shall include which, if any, members participated remotely and shall be available to the public pursuant to section one hundred six of this article;

(f) if videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend;

(g) the public body shall provide that each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the public website of the public body within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request;

(h) if videoconferencing is used to conduct a meeting, the public body shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony; and

(i) a local public body electing to utilize videoconferencing to conduct its meetings must maintain an official website.

3. The in person participation requirements of paragraph (c) of subdivision two of this section shall not apply during a state disaster emergency declared by the governor pursuant to section twenty-eight of the executive law, or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to section twenty-four of the executive law, if the public body determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in person meeting.

4. No later than January first, two thousand twenty-four, the committee on open government, created by paragraph (a) of subdivision one of section eighty-nine of this chapter, shall issue a report to the governor, the temporary president of the senate, the speaker of the assembly, the chair of the senate standing committee on local government, the chair of the senate standing committee on investigations and government operations, the chair of the assembly standing committee on local governments, and the chair of the assembly standing committee on governmental operations concerning the application and implementation of such law and any further recommendations governing the use of videoconferencing by public bodies to conduct meetings pursuant to this section.

5. Open meetings of any public body that are broadcast or that use videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this section, "disability" shall have the meaning defined in section two hundred ninety-two of the executive law.

§104. Public notice.

1. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given or electronically transmitted to the news media and shall be conspicuously posted in one or more designated public locations at least seventy-two hours before such meeting.

2. Public notice of the time and place of every other meeting shall be given or electronically transmitted, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto.

3. The public notice provided for by this section shall not be construed to require publication as a legal notice.

4. If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.

5. If a meeting will be streamed live over the internet, the public notice for the meeting shall inform the public of the internet address of the website streaming such meeting.

6. When a public body has the ability to do so, notice of the time and place of a meeting given in accordance with subdivision one or two of this section, shall also be conspicuously posted on the public body's internet website.

§105. Conduct of executive sessions.

1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

a. matters which will imperil the public safety if disclosed;

b. any matter which may disclose the identity of a law enforcement agent or informer;

c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;

d. discussions regarding proposed, pending or current litigation;

e. collective negotiations pursuant to article fourteen of the civil service law;

f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;

g. the preparation, grading or administration of examinations; and

h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

2. Attendance at an executive session shall be permitted to any member of the public body and any other persons authorized by the public body.

§106. Minutes.

1. Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.

2. Minutes shall be taken at executive sessions of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the freedom of information law as added by article six of this chapter.

3. Minutes of meetings of all public bodies shall be available to the public in accordance with the provisions of the freedom of information law within two weeks from the date of such meeting except that minutes taken pursuant to subdivision two of this section shall be available to the public within one week from the date of the executive session. If the agency in which a public body functions maintains a regularly and routinely updated website and utilizes a high speed internet connection, such minutes shall be posted on the website within two weeks from the date of such meeting except that minutes taken pursuant to subdivision two of this section shall be available to the public within one week from the date of the executive session. For purposes of this subdivision unabridged video recordings or unabridged audio recordings or unabridged written transcripts may be deemed to be meeting minutes. Nothing in this section shall require the creation of minutes if the public body would not otherwise take them.

§107. Enforcement.

1. Any aggrieved person shall have standing to enforce the provisions of this article against a public body by the commencement of a proceeding pursuant to article seventy-eight of the civil practice law and rules, or an action for declaratory judgment and injunctive relief. In any such action or proceeding, if a court determines that a public body failed to comply with this article, the court shall have the power, in its discretion, upon good cause shown, to declare that the public body violated this article and/or declare the action taken in relation to such violation void, in whole or in part, without prejudice to reconsideration in compliance with this article. If the court determines that a public body has violated this article, the court may require the members of the public body to participate in a training session concerning the obligations imposed by this article conducted by the staff of the committee on open government. An unintentional failure to fully comply with the notice provisions required by this article shall not alone be grounds for invalidating any action taken at a meeting of a public body. The provisions of this article shall not affect the validity of the authorization, acquisition, execution or disposition of a bond issue or notes.

2. In any proceeding brought pursuant to this section, costs and reasonable attorney fees may be awarded by the court, in its discretion, to the successful party. If a court determines that a vote was taken in material violation of this article, or that substantial deliberations relating thereto occurred in private prior to such vote, the court shall award costs and reasonable attorney's fees to the successful petitioner, unless there was a reasonable basis for a public body to believe that a closed session could properly have been held.

3. The statute of limitations in an article seventy-eight proceeding with respect to an action taken at executive session shall commence to run from the date the minutes of such executive session have been made available to the public.

§108. Exemptions.

Nothing contained in this article shall be construed as extending the provisions hereof to:

1. judicial or quasi-judicial proceedings, except proceedings of the public service commission and zoning boards of appeals;

2. a. deliberations of political committees, conferences and caucuses.

b. for purposes of this section, the deliberations of political committees, conferences and caucuses means a private meeting of members of the senate or assembly of the state of New York, or of the legislative body of a county, city, town or village, who are members or adherents of the same political party, without regard to (i) the subject matter under discussion, including discussions of public business,

(ii) the majority or minority status of such political committees, conferences and caucuses or

(iii) whether such political committees, conferences and caucuses invite staff or guests to participate in their deliberations; and

3. any matter made confidential by federal or state law.

§109. Committee on open government.

The committee on open government, created by paragraph (a) of subdivision one of section eighty-nine of this chapter, shall issue advisory opinions from time to time as, in its discretion, may be required to inform public bodies and persons of the interpretations of the provisions of the open meetings law.

§110. Construction with other laws.

1. Any provision of a charter, administrative code, local law, ordinance, or rule or regulation affecting a public body which is more restrictive with respect to public access than this article shall be deemed superseded hereby to the extent that such provision is more restrictive than this article.

2. Any provision of general, special or local law or charter, administrative code, ordinance, or rule or regulation less restrictive with respect to public access than this article shall not be deemed superseded hereby.

3. Notwithstanding any provision of this article to the contrary, a public body may adopt provisions less restrictive with respect to public access than this article

§111. Severability.

If any provision of this article or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction such judgment shall not affect or impair the validity of the other provisions of the article or the application thereof to other persons and circumstances.

BCPL Committee Assignments 2025

Executive Committee: Al Buyck, Jeffri Boisvert, Katie Bowers, Vicki Colazzo

Strategic Planning: *Chairperson:* Kelly Sullivan, *Members:* Charmian Foster, Emily Jones, Community member: Kate Miller Corcoran

Finance: *Chairperson:* Vicki Colazzo , *Members:* Al Buyck, Tom Jahn, Olivia Shimkus

Nominating: *Chairperson:* Charmian Foster, *Members:* Vicki Colazzo, Sarah Glose, Jillian Sandy

Personnel: *Chairperson:* Al Buyck, *Members:* Jeffri Boisvert, Vicki Collazo, Olivia Shimkus

Marketing: *Chairperson:* Jillian Sandy, *Member:* Sarah Glose

DEI: *Chairperson:* Emily Jones, *Members:* Jeffri Boisvert

Policy: *Chairperson:* Sarah Glose *Members:* Katie Bowers, Kelly Sullivan, Jeffri Boisvert

Ad Hoc: Project Management: Chairperson: Kelly Sullivan, Members: Jeffri Boisvert

Liaison to Friends of BCPL: Sarah Glose


Liaison to Four County Library: _____

Sentry Alarms: Security System Proposal

From Jason Aurelio <j aurelio@safesecuresentry.com>

Date Wed 2/5/2025 5:23 PM

To Bartram, Josias K. <Josias.Bartram@broomecountyny.gov>; Kowalski, Sherry L. <Sherry.Kowalski@broomecountyny.gov>; Kocak, Nick J. <Nick.Kocak@broomecountyny.gov>

 2 attachments (143 KB)

B.C. Library Security System Upgrade.pdf; Wall & Desk Panic Buttons.png;

You don't often get email from jaurelio@safesecuresentry.com. [Learn why this is important](#)

Josias, Sherry, and Nick,

It was great meeting with you this past Friday. I have attached the security system upgrade/additions proposal that we discussed. I have also attached a picture and information about the wall and desk mounted panic buttons for your reference.

Moving to this new system will increase the Library's current monthly monitoring rate from \$26.68 to \$45.75 (an increase of \$19.07 per month). This increase is due to adding the backup cell radio communication and Virtual Keypad remote app.

Please review and let me know if you have any questions. Thank you again for the opportunity and I look forward to hearing from you soon.

Regards,

Jason

--



Jason Aurelio
General Manager

p: (607) 723-2934

c: (607) 427-0224

a: 40 Chenango Street, Binghamton NY 13901

w: safesecuresentry.com



The greatest compliment is to ask me for a recommendation to another qualified local professional who could assist with your other commercial and residential needs.

Honeywell

Authorized Security Dealer



Sentry Alarms
40 Chenango St
Binghamton, NY 13901-2902
Tel: (607)723-2934 Fax: (607)724-3858

Proposal

Client Information

Broome Co. Library (1st Floor)- Burg & Panic
185 Court Street
Binghamton , NY 13901

Proposal Number 36536
Date 2/5/2025
Salesperson Jason Aurelio

Qty	Description
0	Project Scope of Work Combining, upgrading, and adding to the existing first and second floor security and panic button systems.
1	DMP XR550DNL-G Panel w/ DD & Network Upgrading existing FA148CP located in the first floor phone room
1	DMP 263LTE-A Cellular Communicator (AT&T)
2	DMP 7060-W Keypad Upgrading existing 260RF keypad in the first floor foyer Adding a keypad to the shipping/receiving door
1	DMP 1100XH-W High Power Receiver for XR Series Panels
4	DMP 1100R-W Wireless Repeater <u>Upgrading existing 5800RP's</u> -First floor near stairs to the second floor -First floor front store room outside Decker hall above server cabinet -Second floor near historian/genealogy area above exit -Second floor main area above room 223
4	DMP 1127C-W Wall Mount Curtain Motion <u>Adding new motion detectors</u> (1) First floor office area next to children's area (1) First floor entryway hallway (1) First floor nonfiction area (1) Second floor commons area
3	DMP 1127W Wireless Motion <u>Adding new motion detectors</u> (1) Children's area front (1) Children's area rear (1) Second floor historian/genealogy department
17	DMP 1141W Wall Mounted 1-Button Panic <u>Upgrading existing panic buttons</u> First floor: -lounge area

Honeywell

Authorized Security Dealer



Sentry Alarms
40 Chenango St
Binghamton, NY 13901-2902
Tel: (607)723-2934 Fax: (607)724-3858

Proposal

Client Information

Broome Co. Library (1st Floor)- Burg & Panic
185 Court Street
Binghamton , NY 13901

Proposal Number 36536

Date 2/5/2025

Salesperson Jason Aurelio

Qty	Description
	-children's area -main lobby
	Second floor: -meeting room
	<u>Adding new panic buttons</u> First floor: (1) reference office (1) non fiction public area (1) storytelling room (1) Ahern room
	Second floor: (1) conference room (1) Decker room (4) assigned counsel offices 1-4 (3) brede room
14	DMP 1142-W Desk Mounted 2-Button Panic
	<u>Upgrading existing panic buttons</u> First floor: -gift shop -reception desk -literacy desk -circulation desk 1 -circulation desk 2 -youth services desk
	Second floor: -literacy volunteers office
	<u>Adding new panic buttons</u> First floor: (1) creation station (1) book sale room (1) circulation workroom
	Second floor: (1) youth services office (3) admin. offices 1-3



Client Information

Broome Co. Library (1st Floor)- Burg & Panic
185 Court Street
Binghamton , NY 13901

Proposal Number 36536
Date 2/5/2025
Salesperson Jason Aurelio

Qty	Description
1	DMP 1103-W Supervised Wireless Transmitter Upgrading existing transmitter connected to second floor wall mounted red panic button (next to restrooms)
1	Labor to connect and test existing installed & wired devices <u>Connecting to existing hardwired devices</u> Zone 1: foyer motion (delay) Zone 2: decker room motion Zone 3: pine street motion Zone 4: court street motion Zone 5: store room motion Zone 6: boiler room door/children's section Zone 7: pine street door
1	Labor to install, program, & test
1	Labor to remove Deactivating the second floor system (CSID: 54353C). Removing the existing 270RF keypad in the spare Director's office.
1	Material Pricing @ Broome County Contracted Rates
1	Labor Pricing @ Broome County Contracted Rates
1	Method of Communication- Internet Customer understands that the Alarm System will communicate to the Central Station through Customer's provided internet service.
1	Method of Communication - Radio Customer understands that the Alarm System will communicate to the Central Station by cellular radio.
1	Virtual Keypad Remote Services App <u>Account Email Required:</u> Josias.Bartram@broomecountyny.gov; sherry.kowalski@broomecountyny.gov; nick.kocak@broomecountyny.gov
1	24 HR Central Station Monitoring Service <u>Monthly Monitoring Rate: \$45.75</u>

Honeywell

Authorized Security Dealer



Sentry Alarms
40 Chenango St
Binghamton, NY 13901-2902
Tel: (607)723-2934 Fax: (607)724-3858

Proposal

Client Information

Broome Co. Library (1st Floor)- Burg & Panic
185 Court Street
Binghamton , NY 13901

Proposal Number 36536

Date 2/5/2025

Salesperson Jason Aurelio

Qty	Description
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Sub Total \$8,410.00

Sales Tax \$0.00

Total This Proposal \$8,410.00

Proposal

RUG FAIR COMMERCIAL & INDUSTRIAL CO,INC

A DIVISION OF ENDWELL RUG COMPANY

3646 GEORGE F. HIGHWAY, ENDWELL , NY 13760

Ph: (607)748-7366

Fx (607) 748-1111

Proposal Submitted to:	Phone:	Date:
Broome County Public Library	607-778-6400	4-Nov-24
Street:	Fax:	
185 Court St		R 1/14/25
City State and Zip Code:	Job Name:	
Binghamton, NY 13901	Eating Area	
Contact Person:	Job Location:	
	Same	

We hereby submit specifications and estimates for:
Revised **Furnish & Install - OGS Contract # PC69408**

1) Rip Up Existing Carpet Tile - 75 yds @ \$3.75 yd	\$ 281.25
Palletize To Save For Attic Stock	
2) Prep/Skim Coat Concrete Subfloor - 650 sf @ \$1.00 sf	\$ 650.00
3) Interface Stargazing LVT-Colors A01709 &A01703 Checkerboard Pattern	
26 Cartons/or 699.66 sf @ \$3.83 sf	\$ 2,679.70
4) Interface Gridset Green Adhesive 1-4 Gallon Pail @ \$165.13 ea	\$ 165.13
5) Labor To Install LVT Flooring - 672.75 sf @ \$3.50 sf	\$ 2,354.63
6) Johnsonite 4" Vinyl Cove Base - #40 Black - 60 lf @ \$4.00 lf	\$ 240.00
(Material/Labor)	
7) Shipping/Freight - 699.66 sf @ \$.75 sf	\$ 524.75
Total:	\$ 6,895.46 T/E

*** Prices Are Valid For 30 Days***

*** Our Prices Do Not Include Any Rh/or Moisture Testing***

If bid is accepted please sign and return to Fax # (607) 748-7283

Commercial Sales Manager

DJ Lane

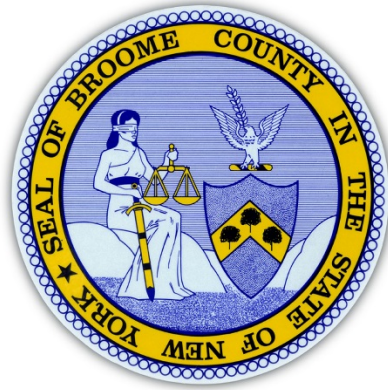
We propose hereby to furnish material and labor - complete in accordance with above specifications , for the sum of:
See above dollars _____

Payment to be made as follows:
Net - 30 days

<p>All material guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration/deviation from the specifications involving extra cost will be executed only upon written orders, and will be an extra charge over & above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.</p>	<p>Authorized Signature</p> <p>_____ Note: this proposal may be withdrawn by us if not accepted within _____ days.</p>
--	---

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Date of Acceptance: _____	Signature: _____
	Signature: _____



Proposal for Design Services

Broome County Library – Interior Improvements

23 January 2025 (Revised 6 February 2025)



31 Front Street, Binghamton, New York 13905
607.772.1701 voice | 607.772.1129 fax | www.chianisanderson.com

25.006

Proposal for Design Services

Date: 23 January 2025 (Revised 6 February 2025)

Client: Broome County Department of Public Works
60 Hawley Street, 5th Floor, PO Box 1766,
Binghamton, NY 13902-1766

Client's
Representative: Scott Mastin, P.E., Engineer III
607-778-6126
smastin@co.broome.ny.us

Architect: Chianis + Anderson Architects, PLLC
Greg A. Chianis, AIA
31 Front Street
Binghamton, New York 13905

Project: BC – Library – Interior Improvements
185 Court Street
Binghamton, NY 13901

Dear Mr. Mastin,

Chianis + Anderson Architects (the Architect) is pleased to offer the following summary of design services and a detailed scope of work for the above referenced Project:

1. Understanding of the Project

Our understanding of the project is based upon our initial on-site walk-through of the Broome County Library Building located at 185 Court Street in Binghamton, New York at a meeting conducted on Friday, 17 January 2025 as well as our general understanding and knowledge of the building structure from historical projects we have been involved with over the years.

In general terms, the project involves interior improvements and/or renovations to three (3) different areas of the building namely:

- The First Floor and Second Floor Alternate Public Toilet Room(s)
- Creation of a Security Office
- A New Children’s Reading Room Accessibility Ramp

Based on the walk-through discussion with the County DPW staff and the Broome County Library Administration the following scope of work has been developed for each area that will be used as a basis of design for the project moving forward:

Public Toilet Rooms

The project involves both Men’s and Women’s public toilet rooms on both the first and second floors of the building. Although the spaces are configured slightly different, it is the intention to perform the same scope of work in each space, identically. The following is a summary of that scope of work:

Floor Finish

Remove the existing ceramic tile floor finish and install a new pourable monolithic epoxy-based product such as “Stonhard” or similar as approved by the County from samples provided by the Architect.

Wall Finish

Remove the existing ceramic wall tile and install a large format porcelain wall tile product. Size, color and style as selected from Architect selected samples. One wall to be a colored accent wall.

Ceiling Finish

Demolish the existing ceiling and replace it with new 2’-0” x 2’-0” moisture resistant suspended acoustical ceiling tile system with flat panel LED lights to match current County standards.

Toilet Accessories

All toilet partitions to be replaced with durable, vandal resistant partitions similar to a phenolic or other type material to be approved by the County by Architect supplied samples. Install new toilet accessories such as grab bars, toilet paper dispensers,

etc. Dispensers to be vandal resistant type. Provide new wall mounted mirrors at each lavatory location. Replace the electric hand dryers and stainless steel splash panels with more effective and quieter models as approved. Baby changing stations to be heavy duty stainless steel.

Plumbing Fixtures

All toilets and urinals are to be replaced. Existing wall hung, rear outlet toilets are to be replaced with rear outlet floor supported type toilets. Install a keyed cold-water hose bibb inside of a locked access door for maintenance and housekeeping purposes. Replace the existing lavatory counter with solid surface material counter with undermount lavatory bowls and ADA compliant wrist blade faucets.

In addition, it was requested that some form of locking mechanism be provided at each toilet room door to allow for the maintenance staff to secure the room closed during cleaning operations. This system will need to be code compliant and allow for proper means of egress.

Security Office

It is the desire of the library to create an independent security office located off of the main rotunda. The new Security Office will be replace the existing storage room that is located on the north side of the rotunda adjacent to the main entrance doors. It is assumed that the security staff will utilize mobile furniture in this space and that no built-in millwork will be required. The following is a summary of the scope of work for this space:

Install new interior vision window (curved) in the existing radiused wall. Coordinate with Broome County Security staff to determine if the unit will be operable and be one way or two-way glass.

Install secure bench for restrained individuals.

Relocate the existing wall mounted communications box to an adjacent wall.

Install an electric door strike with card access for accessing the space.

Remove the existing carpeting and replace it with carpet tile.

Children's Reading Room Accessibility Ramp

It is the desire of the County to provide a means of access via a door from the Children's Reading Room to the exterior of the building and the outdoor courtyard space that has been developed on the North side of the building. In order to achieve this, the following scope of work will be required:

An existing aluminum framed window unit located near the Children's Circulation desk has been identified as the location of the window that will be converted into a door to provide access to the exterior space. The door is not intended to be used as an emergency exit and will be identified and labeled as such. The door hardware will be specified to provide locking ability from both the exterior and interior and will be coordinated with Broome County Security.

An ADA compliant ramp and stairs will be designed to provide access to the new door which is not at floor level.

The existing baseboard heating system will be reworked in the area of the ramp to facilitate the installation of the ramp construction.

Minimal exterior work such as a new sidewalk installation from the new door into the courtyard, as well as some minor landscaping modifications are expected to be included. These improvements will coordinate with the courtyard renovations that are currently under design.

The following proposal outlines our intended scope of services to be provided under this proposal based on the above scope of work:

2. Services to be Provided by the Architect

2.1. Pre-Design Phase

As part of this phase of the Project, the Architect will complete the following:

- a. Due to the limited scope, this phase will not be required.

2.2. Schematic Design Phase

As part of this phase of the Project, the Architect will complete the following:

- a. Our initial meeting with the Client and the Project related correspondence to date will be referenced as part of the work under this phase.
- b. Meet with the Client to develop an understanding of the Project and a summary of goals to be achieved at completion.
- c. Field survey and documentation of existing physical conditions based on observations made in the field. This review of the existing conditions is to develop an understanding of the building and its systems, and does not include mechanical, electrical, and plumbing systems. No destructive testing will be completed, and a comprehensive review of the building's structure is not included. If there are areas of concern noted while performing the survey, it will be brought to the attention of the Client and further direction will be discussed at that time.
- d. Perform a detailed code review utilizing the applicable codes.
- e. Advise the Client of code requirements that may affect the Project as discovered by the detailed code review.
- f. Make recommendations to the Client with respect to the Project and requirements for the proposed new work.
- g. Develop schematic design documents. These will be revised per the input gained from the Client/Architect design meeting(s).
- h. Contract with building systems engineers, and/or building consultants to provide specific expertise above and beyond architectural and interior design.
- i. Develop an interior theme for the project and initiate interior design, color and finish selections with the Client.

- j. Develop a Schematic level cost estimate for the project.
- k. At the conclusion of this phase, the Architect will request that the Client “sign-off” and approve the schematic design documents.
- l. The drawings prepared under this phase cannot be used for bidding, permitting, and/or construction. Additional documentation is required.
- m. Commencement of the next phase assumes Client’s acceptance of the work completed to date.

2.3. Design Development Phase

As part of this phase of the Project, the Architect will complete the following:

- a. The Architect shall furnish the Client with a 60% set of documents for their review and comment to be used for code review and scope of work conformance.

2.4. Construction Documents Phase

As part of this phase of the Project, the Architect will complete the following:

- a. Refinement of the design and further development of the documents for bidding and construction.
- b. Document selection of building equipment, various systems, materials, and finishes.
- c. Integrate engineering and consulting information into the Project.
- d. Make final selections of the required interior design colors and finishes for the Project.
- e. Document the final selections of interior design colors and finishes for the Project.
- f. Prepare the necessary finish board(s) for the project.
- g. Coordinate the fixtures, furniture, and equipment design with selected Vendors.
- h. Update the construction cost estimate.
- i. Development of a final construction document package suitable for competitive bidding.
 - Including a project manual with the Broome County approved front end documents
- j. At the conclusion of this phase, the Architect will request that the Client “sign-off” and approve the construction documents.

- k. Commencement of the next phase assumes Client's acceptance of the work completed to date.

2.5. Bidding and Negotiation Phase

As part of this phase of the Project, the Architect will complete the following:

- a. Coordinate the distribution of construction documents to the Client and the Prospective Bidders.
- b. Hold a pre-bid conference at the Project location with the Prospective Bidders.
- c. Address Prospective Bidder questions and issue addenda to Contractors as necessary.

2.6. Construction Administration Phase

As part of this phase of the Project, the Architect will complete the following:

- a. The work under this phase will be completed under a separate contract.

3. Deliverables

The following items will be delivered as part of this contract:

Pre-Design Phase

- a. N/A

Schematic Design Phase

- a. Field survey and documentation of existing physical conditions.
- b. Schematic level documentation for the Project.
 - Floor Plan(s)
 - MEP Narrative
 - Cost Estimate

Design Development Phase

- a. 60% Progress Set of Drawings.

Construction Documents Phase

- a. Documentation of selections of building equipment, various systems, materials and finishes.
- b. Complete set of construction documents including a project manual.
- c. Documentation of the final selections of interior design colors and finishes for the Project.

d. A complete finish board which will include material samples, colors, finishes, images, finish keys, etc., depicting approved selections.

Bidding and Negotiation Phase

a. Distribution of construction documents.

Construction Administration Phase

a. N/A

The following items will be invoiced per our attached Reimbursable Expense Schedule:

a. Additional hardcopy (paper) sets of signed and sealed construction documents to the Client.

4. Schedule

The design services (Pre-Design through Construction Documents phases) are anticipated to be completed within four to six (4-6) calendar weeks from the date of this signed proposal. Should the completion of services extend beyond this date, due to no fault of the Architect, fees may be renegotiated moving forward from that point in time. At no point will the Architect charge fees in excess of those noted in this proposal without the approval of the Client.

5. Client Provided Information

The Client will secure the following as needed for the Architect's use:

- a. Listing of, and access to, stakeholders in order to define the use of the space(s) and the goals to be achieved at the completion of the Project.
- b. Definition of the overall project goals and the program requirements to be included within the project.
- c. Definition of special requirements and/or conditions for the Project.
- d. Definition of unique codes applicable to the Project.
- e. Environmental survey for the identification, project management, design, and abatement of any hazardous materials.
- f. Lifts, ladders, scaffolding, etc. and selective demolition for access to all parts of the building, as the Architect deems necessary, to provide an adequate review/survey.
- g. Any and all existing building and/or site documentation including drawings, floor plans, surveys, and other

instruments. Both paper copies and digital copies shall be provided if available.

- h. Define Project milestones and anticipated date of substantial completion.

6. Clarifications

The following items are clarifications to this proposal:

- a. Any engineering and/or other services not described in this proposal can be provided as part of a separate agreement.
- b. Redesign to accommodate major changes, value engineering requirements, or work required to modify previously completed phase(s) will be invoiced as additional services.
- c. It is assumed that the drawings for bidding and construction as well as the 60% code review and progress set will be transmitted electronically by way of our Project Management Software, Newforma.

7. Exclusions

The following tasks and services are not included within this proposal:

- a. Detailed structural review of the existing building beyond the area of work.
- b. Application(s), reports, submissions, documentation, or coordination with any historical or governmental agencies.
- c. Extensive field survey, measurements, and documentation of the existing conditions outside of the area of work.
- d. Testing or abatement of any hazardous materials, including but not limited to, asbestos, lead, and /or mold.

8. Compensation

8.1. Fee

Based on the anticipated duration of the Project, and on projected effort, a summary of the design fees are presented in the following table:

Project Phase	Fee Type	Fee
Schematic Design (SD) Phase and Construction Documents (CD) Phase and Bidding and Negotiation (BD) Phase	Hourly NTE CA 11-2529	\$38,390.00.
Engineering MEP Consultant Services	Hourly NTE CA 11-2529	\$9,085.00
Construction Administration (CA) Phase	Hourly NTE CA 11-2529	This will be part of a separate contract – To be determined.

An initial payment is not required as part of this proposal as the Architect has an ongoing relationship with the Client.

8.2. Reimbursable Expenses

Reimbursable expenses are in addition to compensation for the phase(s) described above. Reimbursable expenses will be invoiced monthly in accordance with our attached Reimbursable Expense Schedule.

1.1. Terms and Conditions

This proposal will serve as the contract to the Project. See the Broome County Legal Department contract for specific Terms and Conditions.

- a. Work will be invoiced monthly based on work completed and expenses incurred during that period. Payment is due upon receipt of the invoice; invoices not paid within sixty (60) days will incur 1.5% interest per month. If payment is not received within ninety (90) days of the date of the invoice, all work may cease.
- b. In providing services under this agreement, the Architect will endeavor to perform in a manner consistent with that standard of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances carrying out

equivalent services for Projects of similar size, scope, complexity, and location.

- c. This proposal is valid for sixty (60) days.

9. Authorization

Your signature in the space provided below will indicate your understanding of the terms and conditions of this proposal and will serve as our official notice to proceed with the Project. **Please return one (1) signed copy within two (2) weeks of the date listed on this proposal.**

Should you have any questions regarding any of the information presented in this proposal, or wish to discuss any item in greater detail, please do not hesitate to contact me.

Thank you in advance for your consideration of Chianis + Anderson Architects. We look forward to working with you towards the successful completion of this Project.

Client's Representative – Signature

Scott Matsin, P.E., Engineer III

Client's Representative – Name and Title

Date

Client's Representative - Signature

Client's Representative – Name and Title

Date



Architect – Signature

Greg A. Chianis, AIA, Partner

Architect – Name and Title

23 January 2025 (Revised 6 February 2025)

Date

GAC/klr

10. Attachments

Rate Schedule – 2025

Position	Rate (\$/hour)
Partner	\$220.00
Architect	\$165.00
Project Manager	\$155.00
Designer I	\$115.00
Designer II	\$110.00
Designer III	\$97.00
Interior Designer	\$140.00
Administrative	\$75.00
Office Manager	\$70.00

Reimbursable Expense Schedule

	Item	Charge
In-House	Printing 30" x 42"	\$0.53/sf
	Printing 15" x 21"	\$0.53/sf
	Printing 8.5" x 11" Black & White	\$0.13/impression
	Printing 8.5" x 11" Color	\$0.25/impression
	Printing 11" x 17" Black & White	\$0.26/impression
	Printing 11" x 17" Color	\$0.50/impression
Outsourced	Printing 30" x 42"	Our Cost Plus 15%
	Printing 15" x 21"	Our Cost Plus 15%
	Printing 8.5" x 11"	Our Cost Plus 15%
Project Related Local and Long-Distance Telephone Calls		No Charge
Mileage Costs Associated with the Project		Standard IRS Business Rate
Project Required Out of Town Travel (Rental car, airfare, lodging, food, etc.)		Our Cost Plus 15%
Regular Postage Expenses		No Charge
Express Mail Service		Our Cost Plus 15%
Surveys and Testing Services		Our Cost Plus 15%
Electronic Drawing File Transfer		\$115.00/sheet
Internet Conferencing		No Charge
Engineering Services		Our Cost Plus 15%

Rates are subject to change with prior notice.

BCPL Trustees - 2025

Trustee	Address	Office	Term	Committees
Al Buyck	3367 Douglas Drive Binghamton, NY 13903 abuyck@stny.rr.com 607-723-8023	President	1 st term: 2024-2028	Chair: Exec, Personnel Member: Finance
Jeffri D. Boisvert	77 Park Ave. #1 Binghamton, NY 13903 jdb10585@hotmail.com 607-710-3474	Vice President	2 nd term: 2025-2029	Chair: Member: Exec, Personnel, DEI, Policy, Proj Mgmt
Katie Bowers	71 Mill Street Binghamton, NY 13903 katiebwrs@gmail.com 607-759-8900	Secretary	1 st term: 2021-2025	Chair: Member: Exec, Policy
Vikki Collazo	257 Riverside Drive Binghamton, NY 13905 vtc716@gmail.com 607-422-1626	Treasurer	1 st term: 2023-2027	Chair: Finance Member: Exec, NomCom, Personnel
Charmian Foster	67 Orchard Ave Johnson City, NY 13790 cfoster15@stny.rr.com 508-361-6510	Trustee	1 st term: 2022-2026	Chair: NomCom Member: Planning
Sarah Glose	41 Davis Street, Binghamton, NY 13905 sglose1@gmail.com 315-877-6836	Trustee	1 st term: 2022-2026	Chair: Policy Member: NomCom, Marketing Liaison to Friends
Jillian Sandy	115 Oak Hill Avenue Endicott, NY 13760 jsandy@binghamton.edu 937-266-0994	Trustee	1 st term: 2024-2028	Chair: Marketing Member: NomCom
Kelly Sullivan	434 Jones Road Vestal, NY 13850 kelly.h.sullivan@gmail.com (607) 377-9742	Trustee	1 st term: 2024-2028	Chair: Planning, Proj Mgmt Member: Policy
Tom Jahn	14 Jefferson Avenue Binghamton, NY 13905 thejahn@yahoo.com (607) 624-1674	Trustee	Partial term: 2025-2027	Chair: Member: Finance

Olivia Shimkus	530 Central Street Apt C9 Endicott NY, 13760 oliviashimkus@gmail.com (607) 221-9601	Trustee	Partial term: 2025	Chair: Member: Finance, Personnel
Emily Jones	109 W Chenango Rd Castle Creek, NY 13744 emilybalmer7@gmail.com (607) 221-9601	Trustee	1 st term: 2025- 2029	Chair: DEI Member: Planning

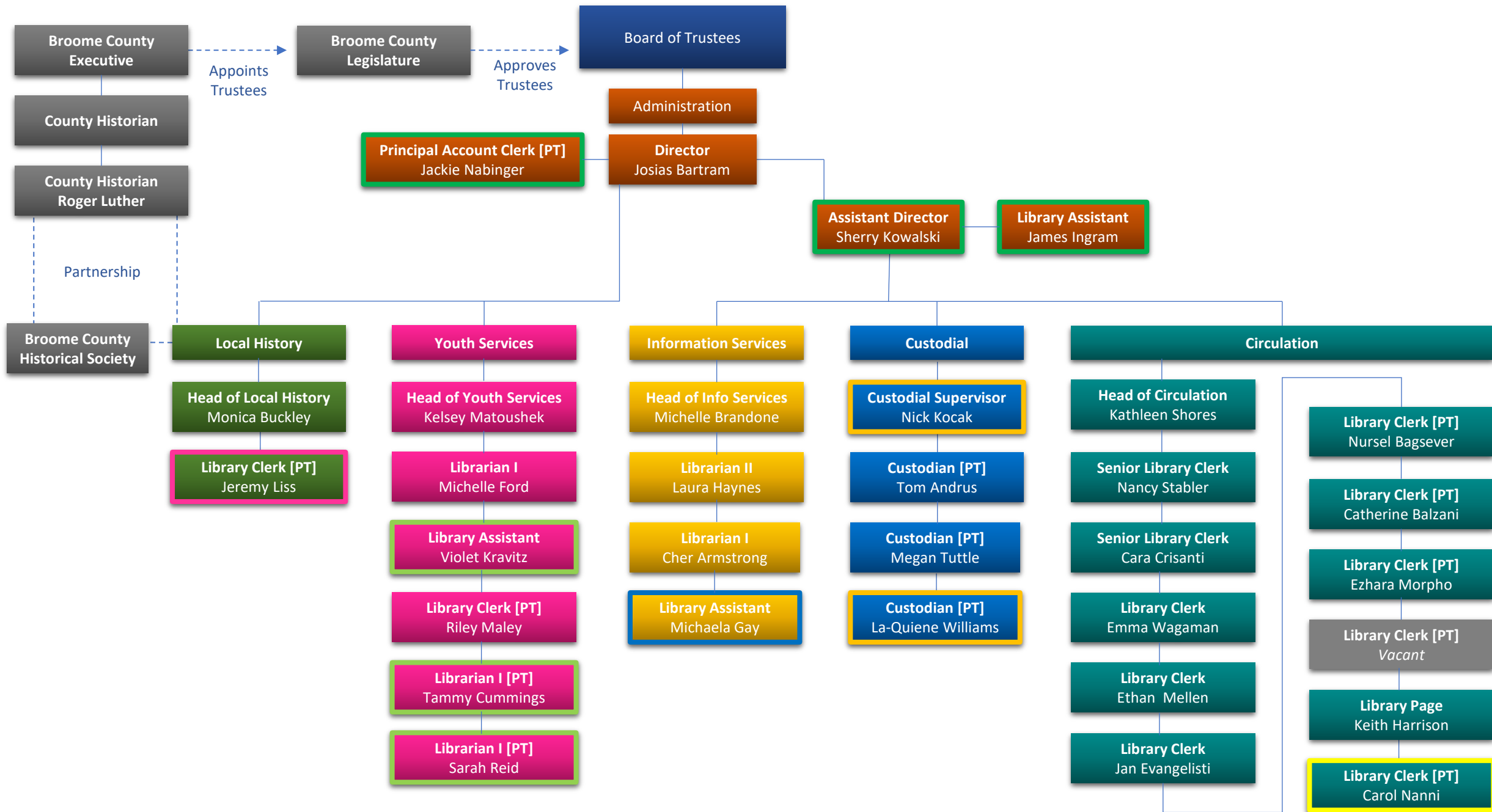
EX OFFICIO (non-voting)

Colleen Wagner
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Karry Mullins
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Megan Heiman
Deputy Mayor
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Rebecca Stone
Superintendent, Broome - Delaware -Tioga BOCES
rstone@btboces.org



Broome County Public Library Organizational Chart - 2025