

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
July 17th, 2025 6:30pm

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- * adoption of June 12th minutes

Present: Angela Gonzalez, Val Brechko (chair), Andrew Robak (secretary), Sharon Pinckney, Jan Barrett, Steve Darrow, Constance Glover, Bethany Snyder, Elizabeth Burris-Chase, Kristen Flynn-Comstock guest: Kelley Walker

Financial Review

- *Payment of bills for June 2025

Library Director's Report

Standing Committee Reports

- Policy Review Committee met July 1st-tutoring policy discussion
- Building Committee
- Personnel Committee
- Nominating Committee

Old Business

New Business

Annual Sexual Harassment prevention training
Conflict of interest signatures

- *Annual Organizational Meeting Resolutions:
Wording:
PYPL Board of Trustees resolve the following for the 2024-2025 fiscal year:
 - *The pre-payment of recurring claims such as utilities and personnel costs*
 - *The designation of the Penn Yan Chronicle Express as the Official Newspaper for the Library*
 - *The appointment of Wendy Bailey as the Board Treasurer*
 - *The appointment of RDG as the External Auditor*
 - *Appointment of Mark Venuti as the Library Attorney*
 - *The authorization of the Executive Director to Certify Payrolls*
 - *The authorization of Executive Director to Make Grant Applications*
 - *The designation of Lyons National Bank and Community Bank as depositories for the Library*

- *Officer Election
 - President
 - Financial Officer
 - Secretary
- 2024-2025 Committee Assignments
 - Finance
 - Personnel
 - Policy (Code of Conduct, Bylaws)
 - Building
 - Nominating
- *Adoption of 2025 NYS Library Construction grant application

***Adjourn**

Items with * require Board action. Enclosures: June 12, 2025 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports
2025 NYS Library Construction grant application

Public Library Construction Program Application Form	
Project Number	0386 -26 -1697
Institution	Penn Yan Public Library
SEDREF Institution ID:	800000034445
Project Title	Phase 2 Refurbished Circulation Desk and new Meeting Room
Library or System Name:	Penn Yan Public Library
Physical Address:	214 Main St Penn Yan NY 14527
Mailing Address:	214 Main St Penn Yan NY 14527
County:	Yates
Director of Institution:	Angela Gonzalez
Title:	Library Director
Email:	agonzalez@pypl.org
State Judicial District: 7	State Assembly Districts: 132
State Senate Districts: 58	State Congressional Districts: 24 23
FEIN #: 166000692	School District: Penn Yan Csd
Public Library System:	Southern Tier Library System
NOTE: The institutional information listed above is pulled from the SEDREF database. SEDREF is the single authoritative source of identifying information about institutions which the NYS Education Department determines compliance with applicable policy, law and/or regulation.	
If your institutional or director information is incorrect, please contact us at ldconstruction@nysed.gov	

Coordinated Projects					
Is this application for a coordinated project?	No				
<table border="1"> <thead> <tr> <th>Library ID</th> <th>Library Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Library ID	Library Name			
Library ID	Library Name				
Building Information - Provide the following information for the building that is the subject of this application. In almost all cases, this will be the legal name of the library.					
*Building Name:	Penn Yan Public Library				
*Street Address:	214 Main St.				
*City:	Penn Yan				
*State:	NY				
*Zip Code:	14527				
*Building Type					
Main Library					

Library building is or will be accessible to persons with disabilities:	
Physical access:	true
Program access:	true
Library building is:	
Owned by applicant.	
Library site is:	
Owned by applicant.	
*Date of initial construction of library building (yyyy).	1982
*Number of floors.	1
*Square footage of building.	8000
*The building is designated a historic landmark.	false
The building is in a historic district.	false
The building is over 50 years old.	false
Does your Project involve ground disturbance?	false
If your project is exempt from SHPO, please state the reason and cite the language from Attachment 1 which provides evidence for the exemption. If you are unsure that your project activity is exempt please contact SHPO.	
Has SHPO determined that the library building was not eligible for the National Registry?	false
<p>If your library building is 50 years old or older, and/or the project involves ground disturbance and/or demolition, please see the Construction SHPO webpage to determine if your project requires a SHPO approval. If appropriate, an approval letter from SHPO must be attached your construction aid application as a signed PDF. If your project is exempt from SHPO according to the categories in Attachment 1 please state the reason in the appropriate box on the application form.</p>	
This library is owned by a	

school District.	false
Which school district? (if applicable):	
The total cost of this project will exceed \$10,000.	true
Note: If the library building is owned by a school district and the cost of this project will exceed \$10,000, the applicant must contact SED Office of Facilities Planning and include an OFP Certificate of Project Approval with this application.	
Project Details	
Project Title	Phase 2 Refurbished Circulation Desk and new Meeting Room
Construction Project Manager (must be Library Staff or Board Member)	
Name:	Angela Gonzalez
Phone (###-###-####):	315-536-6114
E-mail:	agonzalez@stls.org
Library Director	
Name:	Angela Gonzalez
Phone (###-###-####):	315-536-6114
Email:	agonzalez@stls.org
Additional Contact Person	
If the Project Manager and the Library Director are the same person, please add contact information for a second person to receive important messages from Library Development about the project.	
Name:	Valerie Brechko
Phone (###-###-####):	315-694-6604
Email:	ccellar@roadrunner.com
Construction project application is for (select all that apply):	
New Construction: false	Building Expansion: false
Site Acquisition: false	Renovation/Rehabilitation: false
Energy Conservation: false	Accessibility: true
Safety: false	Broadband: false
Will the library's completed project require a local Certificate of Occupancy?	false
Estimated Project Costs	
a. Total Project Cost NOTE: If the project for which funding is being requested (b) is part of a larger comprehensive project, list the Total Project Cost of the larger project in "a". If the project for which funding is being requested (b) is not part of a larger project, "a" will equal "b".	\$1,615,502
b. Cost of Project for Which Funding is Being Requested	

NOTE: This system will populate this field with the total 'Cost' of all budget records entered on the Project Budget pages.	\$0
c. Amount of Public Library Construction Funds requested for this Project (cannot be more than 50% of the amount in question b or 75% or 90% if you qualify for the Reduced Match.) Note: Contact your System regarding eligibility for reduced match. 75% Maximum Request: \$0 90% Maximum Request: \$0	\$125,758
d. This project is or was funded, in whole or in part by funds secured through the issuance of tax exempt bonds, bond anticipation notes, or revenue anticipation notes.	false
Timeframe (mm/dd/yyyy)	
This project is expected to start on or before:	07/01/2026
This project was/will be started on 07/01/2026 and is not complete at the time of this application. (NOTE: If the project has not started yet, the start date above should be the same as the expected start date from question 1).	
This project is expected to be completed by: (Project cannot be completed before application date due to your system.)	06/30/2027

**Public Library Construction Program
Project Narratives**

Project Number 0386 -26 -1697

Institution Penn Yan Public Library

Project Title Phase 2 Refurbished Circulation Desk and new Meeting Room

Project Abstract

The circa 1982 section of PYPL will be refurbished as part of a multi-phased master plan prioritizing improved accessibility and updated aesthetics.

Description of Project

The 1982 building section of PYPL will be remodeled and refurbished as part of a multi-phased multi-year master plan prioritizing improved accessibility and updated aesthetics. It is attached to a 1905 Carnegie Building via stairs and a ramp.

Phase 1: A.) In 2025-2026 the current restrooms will be replaced with 2 ADA compliant single occupant gender-neutral restrooms, including new automatic doors fixtures, hand holds, tiling and flooring and B.) the main entrance vestibule located in the rear of the building will be refurbished with new storefront accessible doors, new walls, paint, lighting, brick patch, book drop, HVAC and flooring.

Phase 2: C) In 2026-2027 the circulation desk and office area will be relocated and modernized with new millwork, flooring, paint, HVAC, lighting, new walls and furnishings, and D.) a new adjacent glassed-in meeting room with new furnishings will be added.

Phase 3: E) In 2028-2029 the main public spaces and offices will be updated with a more accessible layout, including new carpet, paint, lighting, HVAC and ceiling.

New Circulation Desk and work area-

millwork

wall

flooring

electrical

lighting

paint

furnishing

cabinetry

New Meeting Room-

glass walls

door

flooring

electrical

paint

furnishing

Impact of Project

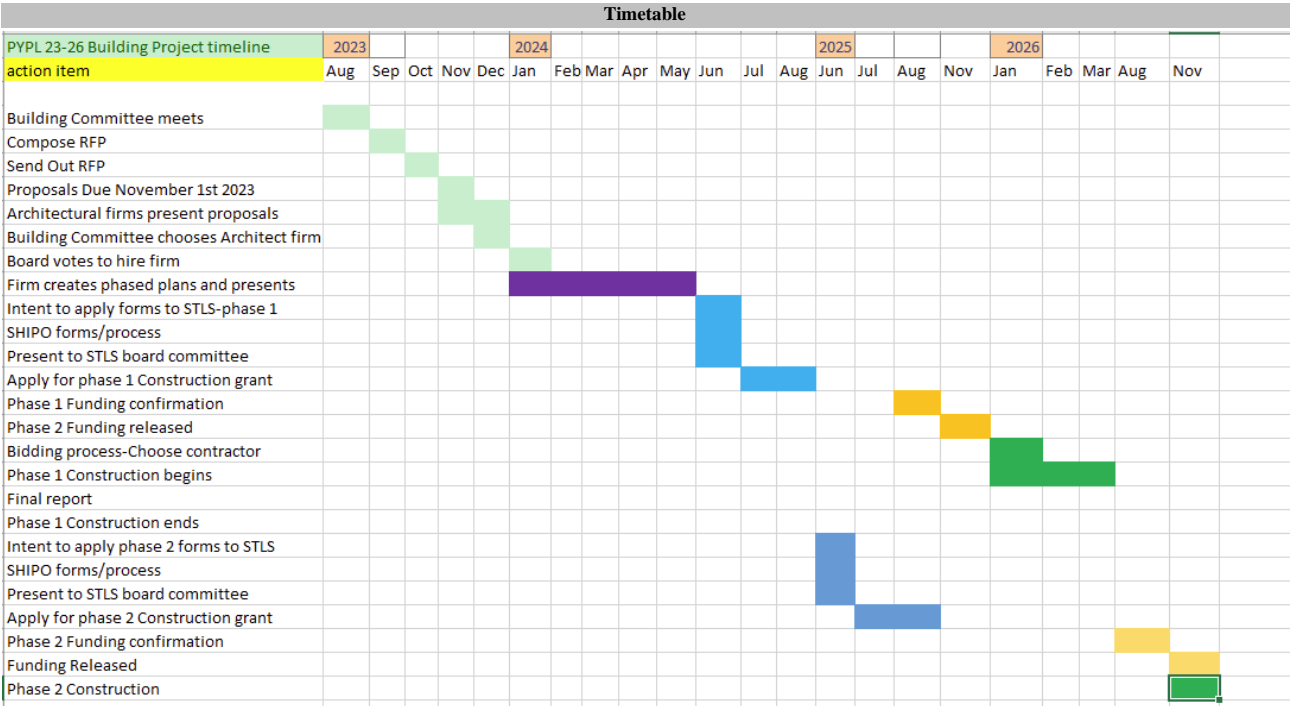
-Increased effectiveness of library service due to increased and/or improved building space and capacity and improved access to and use of building services by all library users, including those with physical disabilities

Currently the Penn Yan Public Library (PYPL) circulation desk area is not aesthetically pleasing for waiting patrons to look at, nor is it an efficient workspace. Library staff are required to make due with work zones that were meant for tasks that have evolved over the years requiring added equipment and changes in working styles.

In order to meet the evolving current and future service offerings to patrons, the PYPL master building plan includes an updated, repositioned circulation work area which will provide adjustable accessories and furnishings to meet workspace needs, such as movable modular shelving and desks that accommodate varying styles of computers, components and materials.

The expanded space beyond the new circulation area will provide more accessible furnishings for a deliberately positioned business center section and for waiting patrons.

Next to the new circulation desk area will be the new small glass walled room to be used for one-on-one meetings of all types, such as tutoring, language instruction, community services, and technology reference sessions. Currently PYPL does not have this type of meeting space, only a heavily used medium sized meeting room is available.



Budget Narrative	
General Conditions \$61,175.00	
• Dumpsters	
• Temp. restroom	
• Onsite Superintendent	
• Building Permit	
• Final cleaning	
Selective Demolition \$10,781.25	
• Selective wall removals	
• Selective ceiling removals	
• Selective flooring/base removals	
Carpentry \$9,750.00	
• Rough Carpentry	
• Concealed wood blocking	
• Finish carpenter (Labor)	
Doors & Windows \$31,250.00	
• Glass wall/entrance at Tutoring Rm.	
Finishes \$48,093.75	
• Interior drywall	

- Flooring (LVT) & Base
- Flooring (CPT) & Base
- Interior painting
- Millwork (Cabinets Material Only)-Install in Div 6 by Finish Carpenter.
- Acoustical tile ceilings & grid
- Wood tile ceilings & grid

Furnishings \$37,500.00

Allowance NO.1 (Furniture)

Special Construction \$5,625.00

- Book Drop
- Book Drop (Install Labor)

HVAC \$9,375.00

ALLOWANCE No.2- HVAC

Electrical \$31,250.00

ALLOWANCE No.3- Electrical

Total \$244,800.00

Funding request \$125,758.00

**Public Library Construction grant program
Project Budget**

Project Number 0386 -26 -1697

Institution Penn Yan Public Library

Project Title Phase 2 Refurbished Circulation Desk and new Meeting Room

Purchased Services Expenses

Service Type	Consultant/Vendor	Description	
contracted services	\$244,800.00	attached	
Cost	AmtApproved	ExpSubmitted	ExpApproved
\$0	\$0	\$0	\$0

Purchased Service Totals

Cost	AmtApproved	ExpSubmitted	ExpApproved
\$0	\$0	\$0	\$0

Supplies & Materials Expenses

Equipment Expenses

Grand Total

Cost	AmtApproved	ExpSubmitted	ExpApproved
\$0	\$0	\$0	\$0

Public Library Construction Program
Additional Sources of Funding

Project Number 0386 -26 -1697

Institution Penn Yan Public Library

Project Title Phase 2 Refurbished Circulation Desk and new Meeting Room

Fund Source	Description	Amount
Library Capital Funds	Bank Assurance Letter	\$119,042.00