

The Community Library
Minutes
Board of Trustees Meeting
January 12, 2017

Call to Order

As a quorum was present, President Ken Hotopp called the meeting to order at 1:02 p.m.

Present: Harriet Berard, John Hart, Ken Hotopp, Terry Keller, Jerry Peters, Janet Sand, Jean Stennett. Excused: Linda Carpenter, Virginia Downs, Dee Neary.

Minutes

Mr. Peters moved, seconded by Mr. Keller, to accept the minutes. Motion unanimously approved.

Communications

Mr. Keller received a note from Jane Lamont saying that the Lamont family is giving a donation to the library. Dan Lamont came to the library and asked if the room dedicated to his mother was paid for and Henry Lamont wanted the family name on the plaque in the entrance way. Janet Sand reported that originally the plaque was used to raise money for the renovation after much discussion, it was decided that a new plaque will be added and the Lamont family will be the first name on it. Ms. Sand and Mr. Hotopp will meet with Mr. Dan Lamont to explain the situation and invite him to attend the next meeting with Mr. Mays.

Director's Report

- Mr. Hedges unindicated that The Board needs to decide on the Proposal by Matthew Galasso c to erect a historical marker on the front lawn of the library as an Eagle Scout project. Mr. Keller will contact Matthew for further details.
- The date for a meeting with architect Paul Mays will be January 26 at 2:00 p.m.
- Ms. Berard Moved to accept the holiday schedule, seconded by Ms. Sand. Motion unanimously passed.
- Mr. Hart said the boiler problem could cost as much as \$10,000 to repair. It was decided that the director will contact several companies and get their proposals for the job.

Treasurer's Report

Mr. Hart state the library has about\$50,000 left over from last year. Money collected for fines, faxes, etc. is coming in as more than expected.

December, 2016 Payroll:	Gross Pay	\$10,180.01
	Taxes	22.04
	Benefits	<u>1,571.24</u>
	Total	\$11,773.29

Mr. Peters moved, seconded by Mr. Keller, to pay the bills. Motion unanimously passed.

Finance Committee

Mr. Hart presented an overview of the budget. He also expressed a major concern that the library has no backup people for key positions (Director, Clerk, etc.).

Mr. Hart moved that the budget be approved, seconded by Mr. Peters. The motion passed unanimously.

Facilities Committee

Mr. Keller will become the new facilities chairperson. The air control issues have been solved and completed.

Personnel Committee

Mr. Peters indicated that the initial Director's evaluation report is completed and has been sent to Mr. Hedges. The committee will meet with Mr. Hedges in the near future.

Policy Committee

The committee moved that the Payroll Corrections Policy be accepted. The motion passed unanimously. The committee also moved to accept the Budget Development Policy which was accepted unanimously.

Unfinished Business

Mr. Hedges will be asked to provide more specifics concerning the boiler problem.

Other Business

- Mr. Hedges will be asked to include an invitation to the public to attend Board of Trustees meetings in his weekly newspaper announcement.
- Ms. Berard said she had been contacted by the Galway Library as to what is done with the interest if the school district withholds some of the money which Ms. Berard answered. Mr. Hart said he offered to meet with the Galway treasurer to explain how he "keeps the books."
- Ms. Berard stated the little coffee pot, which she purchased, should remain in the Lamont room.

The next meeting of the Board of Trustees will be February 9, 2017.

At 3:02 p.m., Mr. Hart moved to adjourn the meeting, seconded by Mr. Peters. The motion passed unanimously.

Submitted by Jean Stennett