

**The Community Library**  
**Minutes**  
**Board of Trustees Meeting**  
**February 15, 2017**

**Call to Order**

As a quorum was present, President Ken Hotopp called the meeting to order at 1:03 p.m.

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

**Presentation**

Deyanira Cisneros and Linda Warren from Reality Check, made a presentation they had received to promote tobacco-free outdoor environments, and asking the Community Library to enact such a policy. Smoking is not just a human health issue, but is also an environmental issue since it pollutes the air, water and soil. Because of the grant they will provide signage. The Policy Committee will work on a policy to be studied and voted on by the entire Board of Trustees.

**Minute**

Corrections: Ms. Ashworth stated she was present at the January meeting and Mr. Hart suggested the stray c in the first section of the director's report be removed. Mr. Hart moved to accept the corrected minutes, seconded by Mr. Keller. The minutes were approved unanimously.

**Correspondence**

- The library received a letter from Dan Lamont stating that the Community Library has been named as a beneficiary in the estate of Marion Borst. Mr. Hedges reminded the Trustees of Library Advocacy Day in Albany and will provide more information if needed.

**Director's Report**

- Mr. Hedges reported that circulation is pretty much the same but the meeting room use is increasing. The new computers are in.
- Ms. Sand has a concern about the WEB site that is not maintained or up-to-date. Mr. Hedges replied that the current site is difficult to access but he is working on a redesign that can be easily accessed so the job of maintaining the site can be given to a staff member. Mr. Hotopp stated that we could hire someone to do the redesign.

## Treasurer's Report

Mr. Hart stated that we show \$1800 less in income but it is coming. Budget expenditures are on target.

January, 2017 Payroll:	Gross Pay	\$10,779.82
	Taxes	183.97
	Benefits	<u>1,368.82</u>
	Total	\$12,332.61

## Finance Committee

- Mr. Hart would like to have the budget meeting on February 27 at 11:00 a.m., so the proposed 2018 budget can be voted on by the Trustees at the March meeting and then given to the Cobleskill-Richmondville CSD for inclusion on the May ballot.
- Mr. Hart moved that \$20,000 be moved from the operating account to the renovation account. Ms. Berard seconded and the motion unanimously passed.

## Facilities Committee

- Mr. Keller met with Mr. Hedges about several problems, the first being the boiler.
  - The master computer system does not work properly but we can probably get along with this for a short time. Mr. Hedges has received a rough estimate of \$10,000 to repair this. This should be **the second priority to fix**. Mr. Hedges is seeking firm estimates for this and, once they are in, will contact Mays for suggestions for an expert who can advise us.
  - Repairing the target wall **should be the first priority**. The insulation in one of the boilers needs replacing and if this is not done soon the entire boiler could be endangered. A rough estimate for this is around \$4,000.
  - The third problem is the burner control module (which tells the boiler when to go on and off) malfunctions.
- Another problem is the main line drainage problem in the basement, probably in the belly of the line. This is not caused by the Lark St. work, but Joe Falzarano, a plumber, says the floor must be taken up in certain areas and that will reveal the cause of the problem. Mr. Hart motioned to have Mr. Falzarano come in and fix the drainage problem for up to \$3,000. Ms. Sand seconded. The motion passed with eight voting aye and one voting nay.
- Mr. Keller also spoke to Mike Persons, highway superintendent, about making right turns from the library parking area. When a car is parked in the last space it makes it difficult to see on-coming cars or to make the turn. Mr. Persons said the last parking area will probably be striped and this should improve site lines and make right turn on Union Street is easier.

## **Personnel Committee**

Mr. Peters is working with Mr. Hedges to set a date for the director's evaluation. This should be done by the end of February.

## **Policy Committee**

Ms. Sand stated the committee will meet on March 8<sup>th</sup> at noon to develop a tobacco free zone policy and a policy concerning weather closings when the school has a snow day.

## **Building Committee**

The next meeting with Mr. Mays will be on February 23 at 10:30 a.m. All are welcome.

## **Unfinished Business**

- Ms. Stennett moved, seconded by Ms. Berard, to allow Matthew Galasso to place a historical marker on library property for his Eagle Scout Project. The motion was unanimously approved.
- Mr. Hotopp spoke to Dan Lamont about the Lamont family's donations. They would like to get some recognition for their efforts. Mr. Peters suggested that if the family does decide give, to donate the money to the MVLS foundation which will invest the money in the stock market and have the money for us when we need it.
- Expanding the size of the library board was again discussed. Mr. Hedges has prepared a list of various libraries and the size of their boards. Ms. Berard suggested a letter be sent to the *Times Journal* about the board seeking new members, how to get petitions, etc. It was decided to send this issue to the Board Development Committee.

## **Other Business**

- Ms. Berard has been researching various types of tables that might suit the library better than what we now have. She found trapezoidal tables that are very versatile and relatively inexpensive.
- Mr. Hedges said he does send notices of meetings to the Times Journal, but is limited by the space and time he is allowed.

## **Dates to Remember**

February 23 – Meeting with the architect

February 27== Finance Committee meeting on the budget

March 8 – Policy Committee Meeting

March 9—next monthly meeting

Mr. Keller moved, seconded to by Mr. Hart, that the meeting be adjourned. Motion passed unanimously.

