

The Community Library  
Board of Trustees Meeting  
November 9, 2017

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:01 p.m. Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Virginia Downs, John Hart, Ken Hotopp, Jerry Peters, Larry Rockwell, Janet Sand, Jean Stennett. Excused: Dee Neary, Devon Hedges.

Guests:

Mr. Hotopp introduced Ms. Christina Knee as Schoharie County's new representative to the MVLS Board of Trustees. Ms. Knee described her background and the board thanked her for volunteering.

Minutes:

Mrs. Berard made a motion, seconded by Mr. Hart, and unanimously approved to accept the October 2017 minutes.

Communications:

A letter from SEFCU Insurance Agency indicated that the library's insurance has been transferred to Rose and Kiernan. Mr. Hart requested that more information be provided in regard to this transfer. Mr. Hotopp informed the trustees that a letter from Mr. Dan Lamont indicated that the library would be receiving \$28,257 from the estate of Marion Borst.

Director's Report:

Mr. Hedges' report was reviewed. Plumbing issues are still a problem to be resolved. Mr. Hart mentioned that a very high water bill is probably related to this issue.

Treasurer's Report:

Mr. Hart outlined the financial report for the month of October. After Mr. Hart's presentation of the bills, Mrs. Sand made a motion, seconded by Mr. Peters, and unanimously approved to pay the bills.

October Payroll:

Gross Pay	\$7,818.26
Taxes	\$40.61
Benefits	\$983.76
Total	<hr/> \$8,842.63

Committee Reports:

Finance:

Mr. Hart indicated that the finance committee needed to meet to finalize the appropriations for the 2018 budget. The committee will meet December 4 at 1:00 p.m. and all board members are welcome.

Facilities:

Mr. Hart mentioned that weeds along the building are unsightly and the lawn service should be asked to rectify this.

Personnel:

Ms. Stennett reported that the Staff and Volunteer Appreciation event is scheduled for November 29.

Ms. Stennett indicated that the director evaluation review went well.

Also, Ms. Stennett outlined the committee's proposal for paid sick leave for hourly employees. This proposal would provide 60 hours per year for those with 1-3 years service and 90 hours for those with four or more years of service. This will go into effect in January 2018. Mrs. Sand made a motion to accept this proposal. The trustees passed this proposal with Mr. Hart abstaining.

**Policy:**

Mrs. Sand reported that weather related library closures will continue to coincide with the school closures.

**Board Development:**

After reviewing the results of the community survey, it was determined that some suggestions will be resolved with the building renovation. The board development committee will review suggestions which can be resolved.

**Building:**

Mrs. Berard reported that she had been in contact with the DuMond family. They are agreeable to the suggestion that the Pine Room would become the DuMond room and be designated as a reading room.

**Financial Structure:**

Mr. Peters reported that the committee is continuing to separate duties in regard to the financial aspects of the library. He is planing to contact Ms. Lynn Lawyer is review the suggested plans.

**Unfinished Business:**

Mrs. Sand reminded the board that the by-laws would have to be changed to reflect the proposed changes in the financial structure.

**New Business:**

Mrs. Downs suggested that the board packet given to the trustees before meetings could include the treasurer's report.

**Important Dates:**

11/29 6:00 p.m. Staff and Volunteer Appreciation Event  
12/14 1:00 p.m. Next regular board meeting

**Adjournment:**

Mr. Hart made a motion, seconded by Mr. Peters, and unanimously approved to adjourn at 2:40 p.m.

Submitted by Virginia Downs