

The Community Library
Board of Trustees Meeting
December 14, 2017

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m. Present: Harriet Berard, Linda Carpenter, Virginia Downs, John Hart, Ken Hotopp, Jerry Peters, Larry Rockwell, Janet Sand, Jean Stennett, Devon Hedges. Excused: Ruth Ashworth, Dee Neary.

Minutes:

Ms. Stennett made a motion, seconded by Mr. Peters, and unanimously approved to accept the November 2017 minutes.

Communications:

Mr. Hotopp announced that a check to the library for \$28,257 had been received from the estate of Marion Borst.

Mr. Hedges indicated that he had received communication from TBS pertaining to contract renewal.

Mr. Hedges explained that he had received information from NYSID indicating that the library would have the responsibility to hire supervised handicapped individuals capable of performing appropriate jobs (janitorial).

Treasurer's Report:

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

November Payroll:

Gross Pay	\$7,611.59
Taxes	\$32.75
Benefits	\$967.94
Total	<hr/> \$8,612.28

Committee Reports:

Finance:

Mr. Hart outlined the reconfigured 2018 budget. Mr. Hart made a motion, seconded by Ms. Stennett, and unanimously approved to accept this budget for 2018.

Facilities:

Mr. Hedges explained that the plumbing issues pertaining to the outside trench and the self-flushing toilets are still unresolved. He will continue to seek resolutions with Louie's Plumbing or contact other plumbers if necessary.

Personnel:

Ms. Stennett thanked the trustees for their contributions to the successful Staff and Volunteer Appreciation dinner. Ms. Carpenter suggested moving the date to early autumn, and Ms. Stennett agreed.

Policy:

Mrs. Sand presented the committee's Operating Schedule. After discussion, the amended policy was unanimously approved.

Next, Mrs. Sand presented the new Attendance Policy. This policy was unanimously approved by the board.

Board Development:

Mrs. Berard explained that most of the citizens' survey suggestions would be resolved with the renovation. A few of the remainder suggestions are under discussion.

Mrs. Berard reminded the board that Mr. Hart will be relocating and resigning from the board. To honor Mr. Hart for his diligence and expertise, the trustees will be hosting a luncheon for Mr. Hart and his wife at The Bull's Head on January 3.

Long-Range Planning:

Mrs. Sand announced the committee will meet today (December 14) at 3:00.

Financial Structure:

Mr. Peters distributed an outline of the committee's suggested Community Library Financial Duties. This outline described the duties of the treasurer, the staff, the director, the trustees, and the bookkeeper. Mr. Peters reminded the board that this description "is a work in progress" and my need revision.

Next, Mr. Peters made a motion to appoint Lynnette Lawyer, CPA, as the library's treasurer effective as of December 1, 2017. This motion was seconded by Ms. Carpenter and unanimously approved .

Important Dates:

1/3/18 12:00 p.m. Luncheon for Mr. Hart

1/11/18 1:00 p.m. Next regular board meeting

Adjournment:

Mr. Peters made a motion, seconded by Ms. Stennett, and unanimously approved to adjourn at 2:36 p.m.

Submitted by Virginia Downs