

The Community Library
Board of Trustees Meeting
February 8, 2018

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:35 p.m. Present: Harriet Berard, Linda Carpenter, Virginia Downs, 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 Ms. Carpenter, and unanimously approved to accept the minutes of January 2018.

Director's Report:

Mr. Hedges plans to meet with members of the College Logo Club to garner ideas for an updated library logo.

Mr. Hedges indicated that he met with Wade Abbott (MVLS) to discuss the 21st Century Libraries initiative.

Mr. Hedges and Mr. Peters are continuing the process of reorganizing the financial structure of the library.

Treasurer's Report:

Mr. Peters outlined the financial report for the month of January. After each of the trustees reviewed the bills, Mr. Peters made a motion, seconded by Ms. Stennett, and unanimously approved to pay the bills.

Committee Reports:

Finance:

Mr. Rockwell reported that SEFCU doesn't bond, and he will continue to investigate the need and cost of bonding of trustees.

After presenting the Tax Cap Resolution, Mr. Peters made a motion, seconded by Mrs. Berard, and was unanimously approved.

Next, after presenting the Resolution to Authorize Payment in Advance of Audit, Mr. Peters made a motion, seconded by Mrs. Berard, and was unanimously approved.

Next, after presenting the Resolution Acknowledging Payments Not Requiring Audit, Mr. Peters made a motion, seconded by Mrs. Berard, and was unanimously approved.

Mr. Peters made a motion to add Lynette Lawyer as signee to the operating, renovation, and director's accounts, and to remove John Hart from these accounts. Mrs. Sand seconded the motion, and it was unanimously approved.

Finance:

Mr. Hedges described his research to find an electric company to replace the lightbulbs throughout the library. After his explanation, Mr. Peters made a motion to contract with Rehabilitation Support Services for up to \$12,000 to provide this service. Ms. Stennett seconded the motion which was passed. Mrs. Berard and Mrs. Sand abstained.

Policy:

Having provided the trustees a month for review, Mrs. Sand presented the committee's revised bylaw describing the duties of the financial officer. The revision was unanimously approved.

Board Development;

The committee will review needed changes in the Calendar of Duties of Board Trustees.

Building:

Mrs. Berard announced the next meeting is scheduled for February 15 at 1:00 p.m.

New Business:

Mrs. Sand explained that a patron had expressed concern that the library is closed on Saturdays if Monday is the official holiday. Mr. Hedges replied that he would discuss the issue with his staff.

Important Events:

NYLA Advocacy Day February 28

Next regular board meeting: March 8 at 1:00 p.m.

Adjournment:

Mr. Peters made a motion, seconded by Ms. Stennett, and unanimously approved to adjourn at 2:51 p.m.

Submitted by Virginia Downs