

The Community Library
Board of Trustees Meeting
September 14, 2017
DRAFT

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:06 p.m. Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Virginia Downs, John Hart, Ken Hotopp, Dee Neary, Jerry Peters, Larry Rockwell, Janet Sand, Jean Stennett, Devon Hedges.

Minutes:

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

Communication:

During a phone conversation with Mr. Hotopp, Mr. Peter Bent indicated that the Historical Society is considering a donation toward the renovation.

The MVLS Foundation sent a thank-you letter for a basket donation and for participation in their fund raising endeavor.

Mr. Hart indicated that he has received questions from the Office of State Controller in regard to retirement funds and property value and assets.

Director's Report:

Mr. Hedges recommended Amy Mele be appointed to the position of library clerk. Ms. Stennett made a motion, seconded by Mr. Peters, and unanimously approved to appoint Ms. Mele to this position.

Mr. Hedges reported that the MVLS Building Committee has agreed to fund 50% of the request of \$51,525 for work on the western entrance stairs, ramp, and southern building perimeter.

Mr. Hedges indicated that he has received one application for the Library I position. He has had an initial interview with this individual and will continue interviewing .

Treasurer's Report:

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

August Payroll:

Gross Pay	\$10,957.03
Taxes	\$76.11
Benefits	\$1,231.38
Total	<hr/> \$12,264.52

Committee Reports:

Facility:

Mr. Hedges reported that he has received an estimate of \$310 for reseeding the lawn; he also indicated the need to replace parts in the self-flushing toilet in the basement.

Mr. Hart made a motion, seconded by Ms. Stennett, and unanimously approved for Mr. Hedges to oversee these repairs.

Mr. Hedges explained the need to upgrade the HVAC computer control system. After discussion, Mr. Rockwell made a motion, seconded by Ms. Stennett, and unanimously approved \$15,975 to pay for this upgrade.

Personnel:

Ms. Stennett reported that the committee was recommending that the individual appointed to the Library I position would receive pro-rated health insurance. Ms. Stennett's motion was approved with one nay vote.

Ms. Stennett announced that the director's evaluation will be due in October, and the committee will meet with the director in November to discuss the evaluation.

Ms. Stennett reported the committee would like the new website online by October 1. It was suggested that Mr. Hedges contact Kathleen Berry to create a new logo.

Policy:

Mrs. Sand reported that she had been informed that MVLS policy required by-laws to indicate an exact number of trustees (not a range). At Mrs. Sand's request, the trustees voted unanimously to change the by-laws stating there will be eleven trustees.

Presently, the library is closed to coincide with snow-day school closings. Mrs. Sand suggested we reflect whether we should retain or change this procedure.

Mrs. Sand raised the question in regard to staff training to react to disasters and emergencies. Mr. Hedges responded that he would reinforce procedures with staff.

The next policy committee meeting is scheduled for 10:00 a.m. October 2.

Policy:

Mrs. Neary reported that community surveys will be coordinated and presented at the October meeting.

Building:

Mrs. Berard reported that the committee had met with Mr. Mays and suggested some revisions. They will meet again at 3:00 p.m. on September 14.

Financial Structure:

Mr. Peters reported the committee is continuing to evaluate the treasurer's position.

Unfinished Business:

Mr. Hart indicated that the library would not participate in the NYS Family Leave Act.

New Business:

Mr. Hedges commented that he is unsure who is responsible for the library being unlocked Saturday, September 2, but he has reenforced correct procedures with staff and cleaners.

Mr. Hart will be away in early October, and Mr. Peters, assistant treasurer, will be conducting financial needs.

Important Dates:

9/23 Friends Basket Raffle

10/12 1:00 p.m. next regular board meeting

Adjournment:

Mrs. Berard made a motion, seconded by Ms. Stennett, and unanimously approved to adjourn at 2:46 p.m.

Submitted by Virginia Downs