

The Community Library  
Board of Trustees Meeting  
April 17, 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, Harriett Berard, Linda Carpenter, Virginia Downs, John Hart, Ken Hotopp, Terry Keller, Jerry Peters, Jean Stennett, Devon Hedges. Excused: Dee Neary, Janet Sand.

Minutes:

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

Communications:

Mr. Hotopp distributed information regarding the MVLS annual dinner meeting scheduled for May 10.

Mr. Hedges described the statement from Glen Sanders regarding *"Encouraging Respect For All"*.

Mr. Hart has received communication indicating that the money from the Decker estate will be available this summer.

Director's Report:

After discussion, Mr. Hart made a motion, which was seconded by Ms. Stennett, and was unanimously approved to increase Ms. Kaitlyn Forbes' salary by 2% commencing May 1, 2017. Mr. Hedges explained that he was developing a new web site and encouraged trustees to view it for suggestions at community [library.mvls.info](http://library.mvls.info)

Treasurer's Report:

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

March Payroll:

Gross Pay	\$9,902.15
Taxes	\$301.49
Benefits	\$1,108.00

Total	<u>\$11,311.64</u>
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Committee Reports:

Facilities:

There will be a library clean-up day for trustees Monday, May 15 at 9:00 a.m.

Mr. Hedges described the problem with the main drain in the basement. Mr. Joe Falzarano has made two service calls and additional work must be completed to rectify the problem.

Mr. Keller made a motion, which was seconded by Mr. Hart, and was unanimously approved to contract with Stanz Combustion for the estimate of \$2069 to complete the emergency repair of the boiler.

#### Policy:

Mr. Hedges presented the committee's Tobacco-Free Policy. Mr. Peters made a motion, seconded by Ms. Stennett, and unanimously approved to adopt this policy. Mr. Hart made a motion, which was seconded by Ms. Carpenter, and was unanimously agreed to table until the May meeting the Internal Claims Audit policy.

#### Board Development:

Mrs. Berard reported that the committee, after much discussion, had decided to table the proposal to increase the number of trustees. The trustees discussed a list of community members who would be assets to the board. Mr. Hotopp and Mr. Keller will be contacting a few of these individuals.

#### Building:

Mrs. Berard and Mr. Peters informed the board that there will be two public meetings with the architect, Mr. Mays, describing proposed renovations and seeking the public's suggestions. These meetings are scheduled for April 27 from 5:30 to 7:30 p.m. and May 6 from 10:30 a.m. to 12:30 p.m. There are personal letters, e-mails, and newspaper articles notifying the community of these meetings. There will be a follow-up of these public meetings May 25 from 7:00 to 8:00 p.m.

#### New Business:

After discussion, Ms. Stennett made a motion, seconded by Mrs. Berard and unanimously approved to support the "Resolution Encouraging Respect for All"

After discussion the trustees agreed that the Building Committee would benefit from representation from the policy, finance, and board development committees. The building committee now includes Mr. Peters (chair), Ms. Carpenter, Mr. Hart, Mrs. Sand, Mrs. Neary, Mrs. Berard, and Ms. Stennett. They will meet Monday, April 24, at 11:00 a.m.

#### Adjournment:

Mr. Keller made a motion, seconded by Mr. Hart, and unanimously approved to adjourn at 3:17 p.m.

Submitted by Virginia Downs