

*The Community Library
Board of Trustees Meeting
September 13, 2018*

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:02 p.m. Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Jerry Peters, Janet Sand, Julia Walter, Devon Hedges. Excused: Dee Neary, Jean Stennett. Mr. Hotopp introduced and welcomed Mr. Frederick Barnes, our new trustee.

Minutes:

Mrs. Sand made a motion, seconded by Mrs. Berard, and was unanimously approved to accept the August minutes.

Communications:

Mr. Hedges has received a letter from the college's Logo Club indicating that members will be in contact regarding a new logo for the library.

Matt Galasso thanked the library trustees for their support regarding the historical marker erected on library property for his Eagle Scout project.

Director's Report:

Ms. Thais Gruning has been selected for the Library Assistant position.

The Division of Library Development (DLD) Construction Grant has been submitted.

Mr. Hedge indicated that the architecture drawings will be submitted to the trustees.

Treasurer's Report:

The trustees reviewed the current treasurer's report. Some additional suggestions were discussed.

Mr. Peters presented the bills. After each trustee reviewed the bills, Mr. Peters made a motion, seconded by Mrs. Downs, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Mr. Peters reported that his committee is working with the policy committee to update the new financial procedures.

Facilities:

Mrs. Ashworth thanked the trustees for their participation in the annual "clean-up" day.

Personnel:

Ms. Carpenter will organize the Appreciation Event for staff, volunteers, and Friends of the Library. This pizza dinner is scheduled for October 3 at 6:00 p.m.

Policy:

Mrs. Sand indicated that her committee is working with both the finance committee and the building committee on revising policies.

Board Development:

Mrs. Berard noted that the roster should indicate that Ms. Stennett's term will expire in 2020, and Mr. Barnes, who was appointed, will need to be elected in 2019.

Mr. Hedges distributed the new Handbook for Library Trustees of NYS.

Building:

Mr. Peters made a motion, seconded by Mrs. Sand, and unanimously approved to submit the DLD Construction Grant proposal.

New Business:

Each trustee reviewed the Conflict of Interest Policy, then signed and submitted it. At Mr. Hedges request, Ms. Carpenter made a motion, seconded by Mrs. Sand, and unanimously approved the appointment of Ms. Thais Gruning as Library Assistant.

Important Dates:

9/17-DLD Grant application hearing

9/22-Friends of the Library Basket Raffle 12:00 p.m.

10/3 Staff, Volunteers, Friends Appreciation event 6:00 p.m.

10/11 Next regular board meeting 1:00 p.m.

Adjournment:

Mrs. Berard made a motion, seconded by Ms. Carpenter, and unanimously approved to adjourn at 2:38 p.m.

Submitted by Virginia Downs