

The Community Library
Board of Trustees Meeting
October 11, 2018

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:04 p.m.

Present: Fred Barnes, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Dee Neary, Jerry Peters, Janet Sand, Julia Walter, Devon Hedges. Excused: Ruth Ashworth, Jean Stennett.

Minutes:

Mrs. Berard made a motion, seconded by Mrs. Sand, and was unanimously approved to accept the minutes of September 2018.

Director's Report:

Mr. Hedges reported that Mr. Eric Trahan has notified him that there is a proposal suggesting that all New York State library trustees receive training each year. Mr. Hedges indicated that he would forward this proposal to each trustee for review.

Treasurer's Report:

The trustees reviewed the current treasurer's report, and some additional suggestions were discussed. After each trustee reviewed the bills, Mr. Peters made a motion, seconded by Ms. Carpenter, and was unanimously approved to pay the bills. Next, Mr. Peters made a motion, seconded by Ms. Carpenter, and was unanimously approved to pay two payroll items not included in the bills summary.

Committee Reports:

Finance:

Mr. Peters reported that his committee had submitted a cash flow policy to the policy committee for review.

Facilities:

Mr. Hotopp suggested that the committee investigate the possibility of finding a vendor for the floor boards stored in the attic.

Personnel:

Thank you to Ms. Carpenter for organizing the Staff/Friends Appreciation dinner on October 3.

Polcy:

Mrs. Sand reported that a book containing policies is available for review to trustees and to the public.

Mrs. Sand requested that hard copies of the board of trustee minutes be available in the board room.

Personnel:

Mrs. Neary continues to update both the trustee roster information and the committee members.

Mrs. Neary announced that Mrs. Sand will be the acting vice president.

Important Dates:

Next regular board meeting is Thursday, November 8 at 1:00 p.m.

Adjournment:

Mrs. Berard made a motion, seconded by Mr. Barnes, and unanimously approved to adjourn at 2:25 p.m.

Submitted by Virginia Downs