

Pavilion Public Library  
Board of Trustees Meeting  
January 6, 2016

**Present:** Trustees: Deb Davis (President), Karen Kingsley (Vice-President), Steve Gould (Trustee), Joan Gray (Secretary), and Suzanne Schauf (Library Manager). Linda Thompson (Town Board liaison)

**Guests:** Mr. and Mrs. Edgar Hollwedel

Jean Brokish

President Deb Davis called the meeting to order at 4:30 p.m.

**Election of Officers:**

After discussion, the following is the slate of Officers for 2016:

President: Deb Davis

Vice-President: Steve Gould

Treasurer: Karen Kingsley

Secretary: Joan Gray

Motion made by K. Kingsley, seconded by J. Gray to adopt the Slate of Officers for 2016. 4 Ayes 0 Nays  
D. Davis will update the officer/address list for the trustees.

**Conflict of Interest Policy:** Trustees signed this policy and the secretary will keep the form.

**Minutes:** Motion made by K. Kingsley, seconded by S. Gould to accept December 14, 2015 minutes.  
4 Ayes 0 Nays

**Approval of Bills:**

Baker & Taylor	\$495.04
Cardmember Services-Visa	826.23
Kids Reference Co, Inc.	255.81
Library Trustee's Assoc.	60.00
Showcases	68.70
Whiting Law Firm	390.00
Pavilion Sewer District	75.00
Frontier (Dec 15, 2015 bill)	59.67
National Grid	95.41
National Grid (outside light)	32.56
RG&E	74.55
Turnbull Inc.	125.00
Monroe County Water Authority	18.69
Suzanne Schauf	49.50

Motion made by J. Gray, seconded by D. Davis to approve bills to be paid. 4 Ayes 0 Nays

Treasurer's reports will be tabled until account balances can be verified.

The Town will set up with the Bank of Castile to allow online inspection of the account so the treasurer can look for current balances and transactions.

K. Kingsley asked Linda to check into if utility bills required a voucher and advance approval of utility bills to avoid late charges.

**Manager's Report:**

Storytime has been busier than ever with 12 to 17 children weekly.

Due to the remodeling in the main area of the library, weeding and sorting of items have begun and some boxed for storage.

Before the holiday break, the furnace exhibited a loud noise. Turnbull Inc. was called and fortunately, the noise was being produced by a vibration. That was remedied and the furnace should continue to operate functionally for many months.

S. Schauf will rework a different format for her reports. Petty cash procedures were discussed. More information will be researched. \$35.47 was handed to the treasurer. \$10.00 was kept in the box. A lock box will be purchased for petty cash.

S. Schauf will be the new contact for Action Security notifications.

The books from the Junior Guild grant began this month.

Library clerk Sally Wellman has returned to work on January 4, 2016. Bonnie Stalica will be on vacation from January 9 – 25, 2016. Zoey Gaenzler's last day as the temporary clerk is January 22, 2016.

**Project Manager:**

Ed Hulme Construction was able to build footers, pour foundation walls and back fill during the warm weather in December. They are hoping to begin and shell in January. The every other Tuesday morning project meetings are going well. A rough work schedule was shown.

Tom Flint (Hulme Construction) is in contact with Neil Moehler. They have arranged that Neil will do the finishing mill work. He will also be making a memorial shelf in memory of Jean Kinney.

**Old Business:**

Cindy Starr arranged a meeting with Baldwin Business Service in Nunda. Cindy, Deb, Karen and Linda Thompson attended. They met Jenna who is newly assigned to Pavilion, although Christina will be the contact when Jenna goes on maternity leave. This was a valuable discussion with an exchange of phone numbers and email addresses.

**New Business:**

New Trustee: Jean Brokish is attending this meeting to consider her interest.

Change in signer: K. Kingsley as treasurer will be an official signer on the account.

New Trustees's Handbook: all are encourage to review this updated version.

**Executive Session:**

Motion made by K. Kingsley, seconded by D. Davis to move to executive session to discuss personnel issue at 5:41 p.m. 4 Ayes 0 Nays This session also included S. Schauf.

Returned to regular meeting at 6:19 p.m.

Motion made by K. Kingsley, seconded by S. Gould to adjourn at 6:20 p.m. 4 Ayes 0 Nays

The next business meeting will be held at the library February 3, 2016 at 4:30 p.m.

The next project meeting will be held at the library January 20, 2016 at 4:30 p.m.

Respectfully submitted,

Joan Gray