Pavilion Public Library
Hollwedel Memorial Library
Board of Trustees Meeting
October 5, 2016

Present: Trustees: Deb Davis (President), Steve Gould (Vice-President), Karen Kingsley (Treasurer), Joan Gray (Secretary), Jean Brokish (Trustee), Suzanne Schauf (Manager), Tina Schofield (Project Bookkeeper).
Absent: Linda Thompson (Town Board Liaison)
President Davis called the meeting to order at 4:30 pm after bills were reviewed and signed.

Minutes: Minutes from September 7, 2016 were circulated. Motion made by K. Kingsley, seconded by S. Gould to approve September 7, 2016 as presented. 5 Ayes 0 Nays

Bills presented for approval:

Monroe County Water Authority	$26.61
Pavilion Sewer District	75.00
Baker & Taylor	130.14
National Grid	32.96
National Grid	123.58
RG&E	23.80
Cardmember Services (Visa)	91.80
Suzanne Schauf	48.60

Motion made by J. Gray, seconded by J. Brokish to approve the bills. 5 Ayes 0 Nays

Treasurer's Report:
K. Kingsley reported the bank balance shows $25.22 less than the treasurer's balance. The capital account earned $.25 last month. August utilities are paid but were not sent out in time to avoid late charges. D. Davis will follow up with the town clerk.
Motion made by J. Gray, seconded by S. Gould to accept the Treasurer's Report. 5 Ayes 0 Nays

Library Manager's Report:
Written report and circulation numbers for August were circulated. Storytime has an average of 20 children. Thanks to D. Davis and J. Brokish for the library ads in the Genesee Valley Pennysaver. The Summer Reading Program's theme for 2017 is "Build a Better World". Many ideas for early literacy were gleaned from a panel attended on Childhood Early Literacy. The article for the Town's newsletter is written. Preparation for the Fall Fest Book Sale on October 21 and 22 is completed. Since there is room, the sale will continue through the end of the month. Halloween is on a Monday and the library will be open giving out treats as well as choosing the best costume. The winner will receive a $10 gift certificate to Paparoni's. Nioga's Holiday closings for 2017 will be handed out at the next meeting.
S. Schauf will be out of town on Tuesday October 11 and thanks J. Brokish for leading the Storytime session.

Project Manager's Report:
A list of suggested items (attached) to purchase with the remaining 10% NYS grant ($28, 388) was circulated, discussed, and clarified as needed.
Explanations follow: computers for staff and the public will be purchased through Nioga. The Deep Freeze License is a security software presently on the current public computers and needed for the four updated computers on the list. The seminar tables will replace the current round tables in the main area which were purchased at the time this building was built. The most costly folding chairs were seen and

used last month at a different venue. They are comfortable for all types of people, sturdy, safe and folding. The Xbox 360 Kinex is appropriate for all ages and has a variety of activities. The Bunny Bench is constructed by a sole source, Rick Pratt, who also designed the children's wood table and bear. The patio was not discussed and not included at this time. Since all questions were clarified, the Board was satisfied with this list of items and the range of prices.

Motion made by J. Brokish, seconded by K. Kingsley to purchase the items on the attached list using the NYS grant money by S. Schauf. 5 Ayes   0 Nays

Old Business:

Auditors will be at the Town offices the week of October 17th. K. Kingsley will meet with them later in the afternoon during the week.

The proposed budget was reviewed and discussed. Motion made by J. Brokish and S. Gould to approve the 2017 proposed budget. 5 Ayes 0 Nays

A Policy for Disposal and Sale of Surplus Items draft was circulated and discussed. S. Schauf was asked to inquire of fellow colleagues similar policies that could be reviewed. The Board will consider this policy at the next meeting.

The Project Bookkeeper, Tina Schofield, informed the Board that the Hollwedel Account should be closed out. With the Board's agreement, this will be done. Extra checks were given to D. Davis to be shredded.

New Business:

S. Schauf contacted Tom Bindeman about a resource person about rechartering. He recommended Libby Post, from Albany. She gave us two dates. The Board chose November 22, 2016. Nioga will fund L. Post's service.

Motion made by J. Gray, seconded by J. Brokish to move to executive session at 5:52 p.m. for the purpose of an employee's evaluation. 5 Ayes 0 Nays
The Board returned to regular session at 6:05 p.m.
Motion made by J. Brokish, seconded by K. Kingsley to approve the employee performance appraisal.
5 Ayes 0 Nays

Adjournment:

Motion made by J. Gray, seconded by K. Kingsley to adjourn at 6:08 p.m. 5 Ayes 0 Nays
The next Board meeting will be at the library on November 2, 2016 at 4:30 p.m.

Respectfully submitted,

Joan Gray

Quantity	Item	Low	High	Total
1	Update to Lights throughout building			$ 6,875.00
2	Staff Computers $ 789.99 ea.			1,580.00
4	Public Computers $ 764.99 ea.			3,060.00
1	Public Laser Printer			269.99
1	Public Color Printer	99.99	180.00	135.00
1	License Deep Freeze *(software for public computer – security)*			220.00
1	Computer Chair for back Office			100.00
4	Public Computer Chairs $ 99.95 ea.			400.00
5	Computer Task Chair vinyl mats $ 45.99 ea.			230.00
3	Seminar Tables *8' 18" collapsible*	67.95ea.	69.99ea. *safety*	210.00
25	Folding Chairs	10.99	35.28+sh	1,056.93
1	Projector	199.99	300.00	300.00
1	Copier	500.00	1,000.00	1,000.00
1	Projector Screen			198.00
1	Media Cart			147.00
1	TV 45" (monitor) HDTV 1080p HDMI port			450.00
1	Table and Chair Set for Alcove	300.00	500.00	500.00
2	Jr. Section Casual Chairs	100.00	200.00	175.00
1	Display Case			200.00
1	Dolly for Table and Chair Storage	100.00	150.00	150.00
1	Keurig Machine	75.00	150.00	120.00
1	Xbox 360 kinex	300.00	450.00	400.00
20	Storytime Mats			200.00
1	DVD Player	20.00	50.00	35.00
1	Ceramic Heater			150.00
2-4	Storage Cube Shelving + Bins	400.00	550.00	500.00
1	Laptop			500.00
1	Patio			?
1	Bunny Bench			$ 1,500.00
				$ 20,660.99