

Pavilion Public Library
Hollwedel Memorial Library
Board of Trustees Meeting
November 2, 2016

Present: Trustees: Deb Davis (President), Steve Gould (Vice-President), Karen Kingsley (Treasurer), Joan Gray (Secretary), Jean Brokish (Trustee), Suzanne Schauf (Manager), Linda Thompson (Town Board Liaison)
President Davis called the meeting to order at 4:32 pm after bills were reviewed and signed.

Minutes: Minutes from October 5, 2016 were circulated. Motion made by K. Kingsley, seconded by J. Brokish to approve October 5, 2016 as presented. 4 Ayes 0 Nays

Bills presented for approval:

Michael Frederick (books)	\$24.00
Turnbull Heating and A/C (yearly maintenance)	148.00
Diamond Lake Book Co.	157.60
Visa Card Member Services	295.56
National Grid (outside light)	32.17
National Grid (electric)	101.00
RG&E (gas)	16.84
Lookout Books	485.91
Baker & Taylor	329.82

Motion made by J. Brokish, seconded by J. Gray to approve the bills. 4 Ayes 0 Nays
S. Gould arrived at 4:40 p.m.

Treasurer's Report:

Copies of the Capital Fund, Donations/Grants, and Operating Accounts were handed out to be reviewed. Balances between the bank and treasurer match except in the Operating Account which shows that the Library has \$25.22 more than the Bank. The Treasurer will research this.

Town Clerk, C. Starr, will write a note on the September utility vouchers from National Grid and RG&E which showed a different amount from what was actually paid because the bills from August were included in the September payment and not paid in August.

Motion made by S. Gould, seconded by J. Brokish to approve the treasurer's report. 5 Ayes 0 Nays

Manager's Report:

The Friends met to plan the Fall Fest and offered to pay for "Balloon Mania" scheduled for the Saturday Book Sale. Turnbull came to inspect, test and warranty the new furnaces and air conditioners. A Genesee County meeting was held to plan a presentation to Leadership Genesee that would promote area libraries. Nioga's Justin Genter is replacing routers with updated ones and is aiding with the new computers and printers. He has sent quotes and begun the order. The adult book club is invigorated and doing well. 2017 Holiday Closings handouts were provided to the Board.

Project Manager's Report:

Neil Mohler has made the crown molding for the new bookcases. He will be making four new book shelves and the end cap on the bookcase for the Jean Kinney memorial to match Bud Kinney's end cap bookcase. This new order will be done in 2017.

Many of the approved additional items using the remaining NYS Grant money have been ordered and are already in current use.

The Board requested that copies of the NYS Grant's closing documentation be provided in December.

Old Business:

Hollwedel Account: This account is officially closed.

Audit update: Bonadio Group is finished with 2014 Audit. There were only four items which could not be located. They are now working on 2015.

Budget update: Although K. Kingsley sent the proposed 2017 budget to the Budget Director, T. Howard, he presented the 2016 budget to the Town Board at the public meeting. The proposed 2017 budget has been resent to T. Howard.

Policies and Procedures: A draft of the Policy for Disposal and Sale of Surplus Items, written by J. Brokish, was circulated and discussed. Making minimal changes, a motion was made by J. Gray, seconded by K. Kingsley to approve the Policy for Disposal and Sale of Surplus Items. 5 Ayes 0 Nays

Meeting with consultant: Libby Post will meet with the Board on November 22, 2017 at 4:00 p.m. to inform us about NYS Library rechartering. Appreciation to Nioga for compensating this service.

New Business:

LeRoy Rotary Grant: D. Davis was informed that the Library is the recipient of the \$500 grant that was applied for in April. Contact was made with them to explain that the Library had already purchased the Kindle Fires for Kids Edition Tablets that was specified in the application. The response was to use the money to purchase children related materials which would be in the spirit of the application. There will be a presentation of the check at a later date.

Outside Light: In previous discussions with Laurie Mastin (retired from National Grid) and Town Board member Rob LaPoint, concerning the Library's outside light circumstances, S. Schauf informed the board that when the light was installed the library land was considered private property which meant that the light had a residential cost. It was suggested to L. Thompson to present to the Town Board for consideration a resolution to change the Library's outside light to a town street light since it is on a town street. L. Thompson will follow up on this.

Planning for next year:

More policies and procedures will be chosen to develop and/or update.

This Board is satisfied with the current number (5) of board members.

Committees: Personnel members: J. Gray and S. Gould

Grant members: D. Davis and J. Brokish

Fundraising members: to be determined

Consider officer roles.

Other:

T. Howard emailed D. Davis about having a town board meeting held at the library. Since we do not have enough chairs at this time, it was suggested to have it at a later time which T. Howard agreed with. The Library welcomes and encourages the Town Board as well as other community organizations to hold meetings here, since there is enough space for seating.

J. Gray encouraged S. Schauf to have her staff evaluations presented at December's meeting.

J. Gray asked the Board if a different date for December's meeting could be considered. December 1st was selected.

Adjournment:

Motion made by K. Kingsley, seconded by S. Gould to adjourn at 5:49 p.m. 5 Ayes 0 Nays
The next Board meeting will be at the library on December 1, 2016 at 4:30 p.m.

Respectfully submitted,

J. Gray

