

Pavilion Public Library  
Hollwedel Memorial Library  
Board of Trustees Meeting  
December 1, 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)

**Guests:** Edgar and Mary Louise Hollwedel

President Davis called the meeting to order at 4:30 pm after bills were reviewed and signed.

**Minutes:** Minutes from November 2, 2016 were circulated. Motion made by J. Brokish, seconded by K. Kingsley to approve November 2, 2016 as presented. 5 Ayes 0 Nays

**Bills presented for approval:**

Card Member Services	\$332.82
Batavia Newspaper Corp.	159.50
RG&E	79.14
National Grid	151.92
Kids Reference Co.	297.60
Diamond Lake Book Co.	113.70
Baker & Taylor	165.29
Mid America Books	288.15
Suzanne Schauf	38.50

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

**Treasurer's Report:**

Copies of November's and December's Operating Accounts, Donations/Grants Account and Summary of 2016 outstanding expenses and revenue were circulated to be reviewed and discussed. The treasurer was unable to access the Bank to reconcile due to password issue. This will be checked into. Motion made by J. Gray, seconded by S. Gould to approve the treasurer's report. 5 Ayes 0 Nays

**Manager's Report:**

The Library hosted several meetings in addition to Story Time and Book Club. The conference room is back in order for meetings after the extended successful book sale. S. Schauf was part of a presentation held at Richmond to the Leadership Genesee group. At the Directors' meeting at NIOGA, a presentation was made by the Medina Director about the Bedbug infestation and suggestions for other libraries. This will be addressed for this library early in 2017. A donation policy is also needed. The advertising campaign was not as successful as hoped and is being considered to redo by NIOGA.

**Project Manager's Report:**

Many items purchased from the remaining NYS Grant funds were delivered and assembled as needed. The remaining funds are not limited to a time constraint. Both bathrooms were painted and redecorated by S. Schauf.

**Old Business:**

**Audit update:** Bonadio is conducting the 2015 audit and has only asked for a few items.

**Budget update:** L. Thompson confirmed that the Town Board did approve the 2017 budget. The Town Board offered to pay 2017 retirement so L. Thompson will request a revised 2017 budget.

**Outside Light update:** L. Thompson consulted with the Town Board concerning the outside security street light. The Town Board's opinion was that the monthly \$32 and change is a small sum for security and is the library's responsibility. The Library Manager will check into changing to LED light.

**Rotary Grant:** D. Davis presented a program on the Hollwedel Memorial Library to the Rotarians then they presented the check for \$500. Once the items for the children are purchased, a report by email or letter is required to be sent to Rotary President David Grayson. The Rotarians provide 25 inoculations for children in Third World Countries as "compensation" for the speaker's presentation.

**Rechartering:** The presentation by Libby Post on November 22, 2016 was discussed. Several questions were raised that S. Schauf will give to Lisa Erickson to answer for the January meeting. S. Schauf advised that Patt Fagan would be a helpful local consultant with less costly services than L. Post. S. Schauf also advised the trustees that she will only work 21 hours. S. Gould suggested that a larger trustee board will be needed.

Motion made by S. Gould, seconded by J. Brokish to pursue rechartering as a school district public library. 5 Ayes 0 Nays

**New Business:**

Mary Louise Hollwedel suggested that the BOT invite the Pavilion Town Board to have their end-of-year meeting/holiday gathering here at the library. L. Thompson will make this suggestion to the Town Board at their next meeting.

President Davis will ask C. Starr to include the Trustees on the agenda for their December 14<sup>th</sup> meeting. We want the Town Board to be aware of the interest in pursuing changing rechartering to a school district public library.

J. Gray asked L. Thompson to nominate her to another term for trustee. L. Thompson will do this at the next meeting.

**Other:**

Edgar Hollwedel requested a 501(3)(c) letter be written along with a copy of the final Hollwedel Account statement and mailed to him in a timely manner. The secretary will do this before the end of the year.

The Board appreciates all of the additional time and effort to repaint and redecorate the bathrooms by S. Schauf. The Board also appreciates the additional time and effort that both Rich and Suzanne Schauf have done to unpack, assemble, hang, set up, arrange, dispose and any other things that needed to be done for this library.

**Adjournment:** Motion made by J. Gray, seconded by S. Gould to adjourn at 6:02 p.m. 5 Ayes 0 Nays  
The next Board meeting will be at the library on January 4, 2017 at 4:30 p.m.

Respectfully submitted,

J. Gray

