

Pavilion Public Library
Board of Trustees Meeting
February 3, 2016

Present: Trustees: Deb Davis (President), Steve Gould (Vice-President), Karen Kingsley (Treasurer), Jean Brokish (Trustee) and Suzanne Schauf (Library Manager).

Guests: Mr. and Mrs. Edgar Hollwedel

Absent: Joan Gray (Secretary) and Linda Thompson (Town Board liaison)

President Deb Davis called the meeting to order at 4:40 p.m.

Minutes: Motion made by J. Brokish, seconded by S. Gould to accept January 6, 2016 minutes.

4 Ayes 0 Nays

Approval of Bills:

RG & E	\$192.46
Baker & Taylor	68.29
National Grid	32.36
Smartdesign Architecture	11,007.58
Card Member Services	1109.13
National Grid	104.56
Suzanne Schauf	49.50

Motion made by S. Gould, seconded by J. Brokish to approve the bills. 4 Ayes 0 Nays

Treasurer's Report:

The Treasurer handed out listings for the operating fund, checkbook registers for capital fund, operating, and donations and grants. A new format for account activities was presented, well received and will be utilized for future meetings. Trustees were reminded that the opening balance may change upon review of on-line bank statement(s). Access to bank statements is still pending set up by Town Supervisor Howard. Treasurer Kingsley has not had an opportunity to sign the bank's signature card.

Trustee Gould inquired paying utility bills using auto-payment. It is not clear whether the Town will permit this. Alternatively, Treasurer Kingsley reported she intends to contact utility companies to ask about changing billing schedule, or granting the Board a longer period to make payment.

A bill for third party inspection of concrete pour was presented, and trustees recommended it be paid from Project Funds.

Manager's Report:

Welcome back to Sally Wellman after her leave and Zoey is now off to new pursuits.

The computers need to be moved to a temporary location and Nioga's Maggie Stein and Justin Genter came to suggest options. The electrician and Time Warner will need to be contacted.

Suzanne attended the meeting update on the Ad Awareness campaign (Crowley Webb) promoting all system's libraries.

Suzanne provided December's circulation information using Nioga's printout.

K. Kingsley and S. Schauf reviewed the annual report, due February 19th. Treasurer Kingsley will gather numbers and Manager Schauf will work with Nioga's bookkeeper. The report will be completed and turned in shortly after the 19th.

Project Manager's Report:

The Manager meets with the project team every other Tuesday.

The meeting room will be used for computers and Junior and JE books during construction. Justin and Maggie from Nioga made recommendations for the computer wiring. They also recommended clearing out books and other storage items.

The Manager requested help from the Trustees to store books and related storage items during construction. The bathrooms should be painted in concert with the construction project.

J. Gray arrived 5:17p.m.

Some Board members went to the main library area to discuss the Manager's suggested configuration of the three bookcases. Mr. Hollwedel is vehemently opposed to locating anything in front of the two windows in the front of the library building due to natural light restriction and safety. Some trustees concurred. Library Manager Schauf will continue to design other arrangements.

Old Business:

Petty Cash Policy:

Discussed clarifications of the proposed policy. J. Gray will email Tina with the proposed changes and the Board will consider the policy at the next meeting.

Library Ad Campaign:

Motion made by J. Brokish, seconded by J. Gray to approve \$500 payment to Nioga for the Crowley Webb Ad Awareness Campaign. 5 Ayes 0 Nays

Neil Mohler Estimate and Funds:

The estimate for the bookshelves and additional trim work and window seat is \$11,000. Neil would like a check for materials. Motion made by J. Gray, seconded by K. Kingsley to approve \$4000 payment to Neil Mohler. 5 Ayes 0 Nays.

There was a change order of \$2600 from Ed Hulme Construction for some of the work that Neil will be doing.

Trustees' Manual:

President Davis advised the Board to begin to read this 2016 edition. Many things have been added from the 2010 manual. We may need to add other policies such as Records Retention and Whistleblower.

On line access to accounts:

President Davis has continued to contact Town Supervisor Howard concerning the Library Treasurer's access to only look at the accounts. He has contacted the bank so that this should be able to be done.

Mr. and Mrs. Hollwedel left the meeting at 5:50 p.m.

Other:

In reviewing 501©3, tax form 990 may need to be completed. J. Brokish will research this.

New Business:

T. Schofield, the project bookkeeper may need to do quarterly reports for fees paid on account. We have received a 1099 form from Monsanto.

Adjournment:

Motion made by S. Gould, seconded by K. Kingsley to adjourn at 6:01p.m. 5 Ayes 0 Nays
The next business meeting will be March 2, 2016 at 4:30 p.m. at the library.
The next project meeting will be February 17, 2016 at 4:30 p.m. at the library.

Respectfully submitted,

Joan Gray

