

Pavilion Public Library
Board of Trustees Meeting
March 2, 2016

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

Guests: Mr. and Mrs. Edgar Hollwedel

Absent: Linda Thompson (Town Board liaison)

President Deb Davis called the meeting to order at 4:48 p.m. after a progress tour of the building addition.

Minutes: Motion made by J. Brokish, seconded by K. Kingsley to accept February 3, 2016 minutes. 5 Ayes 0 Nays

Approval of Bills:

Baker & Taylor	\$53.94
Baker & Taylor	17.05
Baker & Taylor	254.01
Card Member Services	183.37
Card Member Services	210.32
RG&E	181.97
National Grid (electric)	113.55
National Grid (light)	32.72
Suzanne Schauf	37.80

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

Treasurer's Report:

The Treasurer handed out the February Checkbook Register listing of the Operating Balance as well as an enlarged copy of the January 2016 Checkbook Register to replace the one handed out previously at February's meeting. The Treasurer will provide as much information as possible for the entire month. Due to the meeting date information will be one month behind, therefore March information will be provided in April. We are balanced with the bank for January.

The Treasurer provides the Town with the utility vouchers early enough so they can be sent to Baldwin. However, the bills are still getting to Baldwin late which creates late charges. For example, the voucher was taken to the Town on February 3rd, and the check was sent by Baldwin at the end of February. Dates to receive utility billing cannot be changed. Automatic withdrawal will be researched. As a Board, we feel that this situation is neither fiscally responsible nor acceptable.

Motion made by J. Gray, seconded by S. Gould to approve the treasurer's report.

5 Ayes 0 Nays

Manager's Report:

February was filled with several meetings to attend at the library or off site. The Summer Reading Program theme is patterned after the Summer Olympics: "On Your Mark, Get Set, READ!" Unfortunately there is a strong possibility that the state funding for summer programming will not be available. Circulation numbers will be behind for one month due to the BOT meeting date. Nioga has set up technology training classes. Suzanne will attend Microsoft Office/Excel and Publisher/Power Point in March. There is a final meeting for Nioga's publicity campaign before the kick-off on March 30th.

The Manager will contact the Assessor to change the Library address to 5 Woodrow Drive since the previous St Mary's Street address has not been used in many years, although some companies still use this address.

K. Kingsley advised Suzanne to clarify petty cash from other activity in her financial report.

Project Manager's Report:

Suzanne showed the Board the Project Binder she compiled for all of the information relating to the building addition.

Humphrey Electric and Security is doing the electrical work on the addition and submitted a quote for the security. The quote is \$320. This does not include annual inspection. Action Security will be contacted for their quote. They have provided free annual inspection for all of the years they serviced this library.

Old Business:

The on line access to review the Library's bank statement has yet to be set up by Supervisor Howard. Baldwin Business Service also needs this access and are still waiting.

L. Thompson contacted Supervisor Howard by email to encourage this access.

The Credit Card Use Policy formulated by J. Brokish was reviewed by the Board.

Motion made by J. Gray, seconded by S. Gould to approve the Credit Card Policy as amended.

5 Ayes 0 Nays.

New Business:

A procurement policy will be researched by J. Brokish.

President Davis encourages the Board to brainstorm fund raising ideas.

President Davis will email the Children's Home Association of Genesee County for clarification of grant documentation.

S. Gould volunteered to be on the personnel committee with J. Gray.

Adjournment:

Motion made by J. Brokish, seconded by S. Gould to adjourn at 5:58 pm. 5 Ayes 0 Nays

The next business meeting is April 6, 2016 at 4:30 p.m. at the library.

The next project meeting is March 16, 2016 at 4:30 p.m. at the library.

Respectfully submitted,

Joan Gray