

Pavilion Public Library
Board of Trustees Meeting
April 6, 2016

Present: Trustees: Deb Davis (President), Karen Kingsley (Treasurer), Joan Gray (Secretary), Suzanne Schauf (Library Manager) and Linda Thompson (Town Board liaison).

Guests: Mr. and Mrs. Edgar Hollwedel

Absent: Steve Gould (VP) and Jean Brokish (Trustee)

President Deb Davis called the meeting to order at 4:40 p.m. after bills were signed.

Minutes: Motion made by K. Kingsley, seconded by J. Gray to accept March 2, 2016 minutes.

3 Ayes 0 Nays

Approval of Bills:

Baker & Taylor	\$94.39
Children's Plus Inc.	363.80
Diamond Lake Book Co.	75.80
Showcases	285.65
Kids Reference Co. Inc.	478.74
Brodart	127.51
Card Member Services	619.14
Suzanne Schauf	155.52
RG&E (gas)	146.99
National Grid (electric)	246.64
National Grid (light)	34.68

Motion made by D. Davis, seconded by J. Gray to approve the bills. 3 Ayes 0 Nays

Treasurer's Report:

The Treasurer handed out the March Checkbook Register listings of Operating, Capital Fund, and General: Donations/Grants. The operating account is now up to date. A check mailed to National Grid in January has cleared the bank but not yet credited to the library by them. A copy of the cleared check will be emailed to National Grid for validation. On-line access to National Grid is now set up. RG&E does not allow on-line access.

The current procedure for payment of utility bills due before the Town Board meets is the treasurer prepares the voucher, which the president signs and emails to Supervisor Howard. He signs the voucher and emails it to Baldwin Business Service (Jenna) to be paid from the library's account.

Motion made by J. Gray, seconded by D. Davis to approve the treasurer's report. 3 Ayes 0 Nays

Manager's Report:

The library will be closed from April 4-24 for remodeling and carpet replacement in the existing building.

Deb Davis and Suzanne, along with seventy others attended the March 30 kick-off Awareness Program to promote libraries. Pavilion will have its own "Challenge" when the library reopens.

There were sixty people at the library's annual Easter Egg Hunt. It was held inside the library.

Hoopla, downloadable music, books, movies and comics, began a few months ago and numbers are increasing monthly as patrons take advantage of this service.

Nioga is able to give \$270 to each library in the system toward the Summer Reading Program.

Friends of the Library (FOL) met and toured the addition. They will be furnishing "Helen's House" and began to brainstorm ideas.

Article for the Pavilion Town Newsletter is due at the beginning of May.
The annual Trustee's banquet is May 24 at Terry's Corners Volunteer Fire Department in Gasport. There will be a slideshow of Pavilion's building addition.

Project Manager's Report:

The team met April 5 and there was one electrical change order.
Motion made by K. Kingsley, seconded by J. Gray to approve the change order. 3 Ayes 0 Nays

Old Business:

The treasurer now has on-line access to the bank accounts.
Any changes to the procurement policy need to be emailed to J. Brokish.
President Davis and Manager Schauf will attend the April 21 meeting of the Children's Home Association of Genesee County to present current information on the addition.
Ideas were suggested for fundraising. Food cannot be sold. In tying to the building, sidewalk blocks, buying a shelf or rocking chair in memory, to honor or just with the purchaser's name will be further considered. Suzanne will check the cost of small brass plaques. Pavilion Day will be June 25 and pictures of items that people could buy will be on display. All of these ideas and more will be discussed at the next business meeting.

New Business:

The Grand Opening will be held June 4 from 11:00 to 12:30 p.m. June 11 will be the back-up date. Suzanne will notify local politicians. FOL will help with invitations and the reception.

The United Way Day of Caring on May 18 from 9-3 p.m. will provide a crew from Five Star Bank. This service works best with a careful thought-out plan so that it is efficient with little "down time". Landscaping at the front of the building was suggested by Suzanne. Mary Louise Hollwedel agreed to do the planning for the landscaping. The Board wants low maintenance shrubs and perennial plants. L. Thompson suggested someone that may donate whom she will contact. The Board will provide lunch and drinks.

Suzanne is interested in extending the current sidewalk to the east of the building in front of the parking area. The edge of the lawn needs to be parallel with the front of the building. The bike rack is rarely used. A sidewalk for those parking at the front of the building would be beneficial for safety and curb appeal. The Board discussed and decided to wait before pursuing this further.

Adjournment:

Motion made by J. Gray, seconded by D. Davis to adjourn at 6:13 p.m. 3 Ayes 0 Nays
The Board thanks the Town for using their board room to have our meeting today.
The next business meeting will be May 4, 2016 at 4:30 at the library.
The next project meeting will be April 20, 2016 at 4:30 at the library.

Respectfully submitted,

Joan Gray