

Hollwedel Memorial Library  
Pavilion, New York  
Board of Trustees Meeting  
January 4, 2017

**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 4:34 pm after bills were reviewed and signed.

**Election of Officers:** After discussion, the following Slate of Officers was presented for 2017:

President: Joan Gray

Vice President: Steve Gould

Treasurer: Karen Kingsley

Secretary: Jean Brokish

Motion made by Davis, seconded by Gould to adopt the Slate of Officers. 5 Ayes / 0 Nays.

**Conflict of Interest Policy:** Trustees reviewed and signed the policy.

**Minutes:** Minutes from December 1, 2016 were circulated. Motion made by Kingsley, seconded by Davis to approve minutes as presented. 5 Ayes / 0 Nays.

**Bills presented for approval:**

Baker and Taylor	\$33.52
Card Member Services (visa)	\$444.46
Frontier Communications	\$60.73
Monroe County Water Authority	\$22.44
National Grid-light	\$32.98
National Grid electric bill	\$134.95
Pavilion Sewer	\$75.00
QBI	\$68.90
RG&E gas bill	\$185.06
Suzanne Schauf	\$49.50
Town of Pavilion Tax Bill	\$411.03

Motion made by Davis, seconded by Brokish to approve the bills. 5 Ayes / 0 Nays.

**Treasurer's Report:**

Kingsley circulated balance sheets for the various library accounts and reported the Operating account still shows \$25.22 discrepancy between the bank balance and the treasurer's balance, and multiple attempts to identify the source of this discrepancy have been unsuccessful. An entry will be made to adjust the balance to enable future reconciliations.

Kingsley also reported that there is slightly more than \$5000 to carryover and cover expenses into January 2017.

We have not yet received a copy of the library budget as adopted by the Town Board. Thompson will follow up.

Kingsley and Schauf mentioned the need for some additional budget categories to adequately track expenses. These additional categories will be identified and included in future budgets.

In August, the Board approved payment in the amount of \$1158.70 for bookshelves from the Grants and Donations account, with the intent of reimbursing this amount once the final 10% of the State Grant was received. Given current understanding of fund balances and associated restrictions, it was decided this was no longer necessary. Kingsley moved to leave the amount of \$1158.70 expensed from Grants and Donations, and not reimburse this from the State Grant funds; Gould seconded. 5 Ayes / 0 Nays.

Davis moved to accept the Treasurer's Report; Gould seconded. 5 Ayes / 0 Nays.

### **Library Manager's Report:**

Written report and circulation numbers for December were provided. Schauf reported that Nioga Library system is planning to repeat the "Checkout Challenge" with an estimated cost of \$300 to the library. The Board did not see value in repeating this and recommended we don't participate.

Events / Highlights: story time continues and had a special visit from Santa and Rudolph; and the Town held their Board Meeting / Christmas party at the library with 35 people attending.

New computers are up and running and appreciated by patrons.

Schauf spoke with National Grid regarding switching the exterior light to LED and it was reportedly not cost effective.

### **Project Manager's Report:**

The newly installed LED lights in the library look great, and with the exception of a copier and a table, the majority of items on the "wish list" have been purchased. There is ~\$8000 remaining from the State Grant funds.

### **Old Business:**

#### *Rechartering -*

Board agreed that it was not possible to meet the May 2017 timeline for a rechartering vote and agreed to prepare for an hold a vote in May 2018. Trustees are very cognizant of the need to carefully consider and manage the rechartering process and recognize the need to obtain more information and support to make it successful. Pat Fagan will be invited to attend a future meeting to identify opportunities and ways she might support the process as she is currently assisting the Corfu Library.

#### *Policies and Procedures -*

Trustees reviewed sample agendas and discussed changes to the agenda for future meetings.

Trustees also reviewed the list of recommended policies identified in the Trustee Handbook and many are in place. Schauf requested a policy to "refuse" a donation and also requested a Patron

confidentiality / privacy policy. Schauf will identify content and present it at a future meeting.

Gray suggested we look through our current policies and see if any need to be revised to reflect current operations; and specifically asked that Trustees review pages 21-25 of the library policy manual (related to health history and photo release).

*Audit -*

No news on the 2015 Audit.

**New Business:**

*Meeting Dates for 2017 -*

Board will continue with the schedule of the first Wednesday of each month. This has been noticed in the Batavia Daily News.

*Other Business:*

Davis reported that no action has been taken on the grant from the LeRoy Rotary.

Assemblyman Steve Hawley will be doing a presentation at the library on February 9, 2017. The public will be invited.

**Adjournment:**

Motion made by Davis, seconded by Gould to adjourn at 6:09 p.m. 5 Ayes / 0 Nays.

The next Board meeting will be at the library on February 1, 2017 at 4:30 p.m.

Submitted by

Jean Brokish