

Hollwedel Memorial Library
Pavilion, New York
Board of Trustees Meeting
February 1, 2017

Present: Trustees: Joan Gray (President), Karen Kingsley (Treasurer), Jean Brokish (Secretary), Deb Davis (Trustee); Suzanne Schauf (Manager); Linda Thompson (Town Board Liaison).
Guests: Edgar and Mary Louise Hollwedel
Absent: Steve Gould (Vice-President)

President Gray called the meeting to order at 4:36 pm after bills were reviewed and signed. Attendees recited the Pledge of Allegiance.

Adoption of Agenda: there were no additions or deletions and agenda was adopted as presented.

Minutes: Minutes from January 4, 2017 were circulated. Motion made by Davis, seconded by Kingsley to approve minutes as presented. 4 Ayes / 0 Nays.

Period for public expression: President Gray asked if any guests wished to comment. Mary Louise Hollwedel expressed her appreciation in how the library looks and is being run.

Treasurer's Report:

Kingsley reported there was not enough time to reconcile accounts with bank statements because the meeting fell on the first day of the month. Recent activities include: the library received funding collected through the Town taxes; and the Workers' Compensation Insurance was paid on 1/26/17. Kingsley requested a paper trail for transactions handled directly by the Town and is waiting response, and she has not yet received a copy of the Library's budget as approved by the Town. Thompson will follow up on these items.

Bills presented for approval:

Baker and Taylor	\$68.78
Brodart Company	\$164.07
RG&E	\$191.75
National Grid-light	\$33.48
National Grid-electric	\$128.01
Card Member Services (visa)	\$1108.52
Junior Library Guild	\$22.60

Brokish moved to accept the Treasurer's Report and approve payment of bills; Davis seconded. 4 Ayes / 0 Nays.

Library and Project Manager's Report:

Written report and circulation numbers were provided by Schauf. Highlights include: Patrons continue to appreciate the new space and improved features. The Annual Report is due 2/17, and Nioga is providing a help session if needed. Plans are underway for the summer reading program. We received a grant in the amount of \$330 for Early Childhood Literacy (earmarked for STEM and STEAM tools). The Kiwanis Club will be reading a story and providing books at an upcoming Storytime. The Book Club is active and the meeting room recently hosted two people who needed to view a webinar.

Schauf reported that purchases of remaining items for the expansion are in process. An updated list of project account expenses will be provided at a future meeting.

Schauf will be on leave March 12 - 17.

Old Business:

2017 Budget from Town -
Not yet received.

Steve Hawley's Visit on February 9th -
Flyers have been posted and the public is encouraged to attend.

Rechartering -
Clarification was provided that users in an area served by both the (rechartered) Hollwedel Library, as part of the Nioga Library System, and current Pioneer Library system would be able to access and use services of both systems.

Schauf spoke with Patt Fagan about assisting us with the rechartering process, and unfortunately she is not available at this time due to existing commitments. Schauf will follow up in a few months to see if she can attend one meeting to visit with the Board and provide guidance.

Policies and Procedures -
Trustees reviewed the "Public Library Trustee Ethics Statement" included in the 2015 Handbook for Library Trustees of New York State. Brokish moved to accept this as policy; Kingsley seconded. 4 Ayes / 0 Nays.

Trustees also reviewed the Parent and Guardian Consent Photo Release and Health History Form included in the Pavilion Public Library By-Laws and Policies manual. Davis moved to remove this policy; Gray seconded. 4 Ayes / 0 Nays.

New Business:

No new business was presented.

Other Business:

Gray extended gratitude to Davis for coordinating the weekly ad in the Pennysaver.

Gray also read a statement expressing gratitude to the many individuals involved in the success of the expansion and recognizing the indispensable services and enhanced beauty of the library. Full statement is attached to the minutes.

Adjournment:

Motion made by Davis, seconded by Brokish to adjourn at 5:40 p.m. 4 Ayes / 0 Nays.

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

Submitted by

Jean Brokish

This statement began as a grateful thank you to Deb Davis for her leadership over the past two years and evolved into the following!

"A great library doesn't have to be big or beautiful. It doesn't have to have the best facilities or the most efficient staff or the most users. A great library provides. It is enmeshed in the life of a community in a way that makes it indispensable. A great library is one nobody notices because it is always there, and it always has what people need." (Dewey by Vicki Myron).

Our Board was offered a wonderful opportunity with Edgar and Mary Louise Hollwedel's generous donation to build a Children's addition. Under the leadership of Charles Cottman, a motion to look into moving forward with an expansion project was made in October of 2013. Charles continued to lead the trustees through December 2014. Then for the following two years under Deb Davis' leadership, this addition was fully realized. Nioga's Tom Bindeman and Lisa Erickson assisted us to seek a matching NYS Construction Grant. The Pavilion Town Board supported this amazing project.

Although there were several costly obstacles to overcome, we were fortunate in hiring qualified, conscientious, cooperative, and flexible companies and persons who truly wanted this project to succeed.

Suzanne Schauf used her creativity and foresight as Project Manager. She worked with Smart Design architects to develop exciting functional and flexible areas in the Children's addition. Later she provided a testimonial on the Smart Design website affirming the project. Suzanne updated the main library with an opening configuration of bookshelves and energy saving lighting. New paint, carpeting and furniture throughout the building was sought with persistence, diligence and time.

Friends of the Library lovingly furnished a meeting room dedicated to the memory of Helen Found. Helen was a tremendous support of the library throughout the years.

Thanks and appreciation to the current and former trustees involved: Deb Davis, Karen Kingsley, Jean Brokish, Steve Gould, Joan Gray, Mary Weber, and Charles Cottman for their commitment and attendance at numerous meetings.

Special recognition and appreciation for their efforts go to the Pavilion Town Highway Department, Karen Kingsley, Sally Wellman, Bonnie Stalica, Linda Thompson, Tina Schofield and Richard Schauf.

The Hollwedel Memorial Library provides what is needed and is indispensable. It will serve the children and community for many years. But now, this library is even greater and beautiful!