

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

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

President Gray called the meeting to order at 4:32 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 February 1, 2017 were circulated. Motion made by Davis, seconded by Kingsley to approve minutes as presented. 5 Ayes / 0 Nays.

Period for public expression: President Gray asked if any guests wished to comment. Mary Louise Hollwedel expressed pleasure with the recent meeting featuring Assemblyman Steve Hawley. She also inquired about progress on officially changing the name of the library to Hollwedel Memorial Library. The official name change will likely occur in 2018 to coincide with the recharter as a school district library.

Treasurer's Report:

Kingsley reported trouble accessing the bank statements due to password changes. There was no activity on the Capitol Account, and copies of balance sheets for the Grants and Donations and Operating Accounts were circulated. Kingsley mentioned the Visa account incurred interest due to long processing time. Going forward an additional voucher can be processed mid-month to cover additional charges.

Bills presented for approval:

Baker and Taylor	\$129.27
RG&E	\$232.73
National Grid-light	\$32.73
National Grid-electric	\$116.95
Card Member Services (VISA)	\$836.85
Showcases (CD cases)	\$141.00
Kid's Reference Company	\$289.50
Suzanne Schauf (mileage)	\$57.24

Brokish moved to accept the Treasurer's Report and approve payment of bills; Gould seconded. 5 Ayes / 0 Nays.

Library and Project Manager's Report:

Written report and circulation numbers were provided by Schauf. Multiple activities are happening at the library, including meetings of book clubs, community groups and the special Town Meeting with Assemblyman Steve Hawley. Schauf attended a Genesee County Directors Meeting and a Nioga workshop focused on the summer reading program. Storytime continues to be popular and thanks goes to the LeRoy, Pavilion, Stafford Kiwanis Club for sharing a story with the kids. Schauf also mentioned she is working on request form for the United Way Day of Caring. Table and chairs have been purchased, and Schauf asked whether an audio system would be desired. Trustees felt it would be a nice tool to have available for programs.

Schauf shared the idea of hosting a logo contest in the fall with the goal of having local school students participating in designing and selection of the logo. And she mentioned the idea of creating a kit for new library card holders.

Old Business:

Libby Post Proposal -

Trustees decided to table this item and gather additional information before proceeding.

School District Map -

Multiple inquiries have not resulted in a map, but Kingsley reported a conversation with Pavilion Central School's CFO Don Childs who is willing to help the library board with information.

Policies and Procedures -

The Ethics Policy was approved at the February meeting, and it was requested to add the source reference to the document. Brokish will add source and recirculate.

Kingsley provided a sample Photo Permission Policy. Schauf will revamp to meet the library needs and present for discussion at future meeting.

New Business:

Renewal of Library Trustees Association membership -

Hollwedel Memorial Library is not currently a member. Schauf will follow up on payment history.

Upcoming meetings

Gray reported upcoming meetings with local community leaders, including two meetings on March 2nd: Town Supervisor Ted Howard and School Superintendent Ken Ellison.

Pending discussion with Supervisor Howard, Trustees may be asked to attend the Town Board meeting on March 8th.

A meeting is scheduled for March 7 with representatives from Nioga and Pioneer library systems.

Other Business:

Grants -

Davis submitted a grant application to Dollar General to support the summer reading program.

Annual Report -

Schauf reported the 2016 Annual Report is complete, pending information from Lisa at Nioga.

Domain name-

It was agreed to pursue purchase of a domain name to support a website for the library.

Adjournment:

Motion made by Gould, seconded by Gray to adjourn at 5:43 p.m. 5 Ayes / 0 Nays.

The next meeting will be at the library on April 5, 2017 at 4:30 p.m.

Submitted by
Jean Brokish