

Hollwedel Memorial Library
Pavilion, New York
Board of Trustees Meeting
April 5, 2017

Present: Steve Gould (Vice-President), Karen Kingsley (Treasurer), Jean Brokish (Secretary); Suzanne Schauf (Manager); Linda Thompson (Town Board Liaison)

Guests: Edgar and Mary Louise Hollwedel

Absent: Joan Gray (President), Deb Davis (Trustee)

Vice President Gould called the meeting to order at 4:49pm after bills were reviewed and signed. Attendees recited the Pledge of Allegiance.

Adoption of Agenda: Schauf requested the addition of an executive session to the agenda.

Minutes: Minutes from March 1, 2017 were circulated. Motion made by Kingsley, seconded by Brokish to approve minutes as presented. 3 Ayes / 0 Nays.

Period for public expression: None.

Treasurer's Report:

Kingsley circulated reports for the Operating account. A correction of \$25.22 was recorded on the library balance sheet and this report now balances with the bank statement. The only activity on the Capital and Grants Accounts was the accrual of interest in the amounts of \$0.02 and \$0.67, respectively.

Kingsley also reported that a copy of the library budget was provided by the Town, but it did not include any information reflecting the Town's offer to pay employee retirement fees. Thompson offered to follow up and report back at future meeting.

Bills presented for approval:

Card Member Services (VISA)	\$489.08
National Grid-light	\$33.06
National Grid-electric	\$127.71
RG&E	\$190.26
Kid's Reference Company	\$246.81
Baker and Taylor	\$85.21
Suzanne Schauf (mileage)	\$48.15
Monroe County Water	\$20.89
Pavilion Sewer Service	\$75.00
Turnbull Ins.	\$275.00
Library Trustees Assoc.	\$60.00
Haxton Memorial Library	\$81.00
Children's Plus Inc.	\$146.88

Brokish moved to accept the Treasurer's Report and approve payment of bills; Gould seconded. 3 Ayes / 0 Nays.

Library and Project Manager's Report:

Written report and circulation numbers were provided by Schauf. The library was closed a few days in March due to inclement weather. Tina Schofield joined as a special guest of the Pre-school story hour during National Ag Week. Her stories were a hit, and so were the peanut butter and jelly sandwiches. The library also hosted a birthday party on March 25th. Trustees thought it was wonderful to engage

members of the community, but raised concerns over additional staff time and expenses.

Schauf also reported she met with Lisa at Nioga to finalize the annual report; and she reported progress on updating presentation of the library name in various publications.

Lastly Schauf reported the Kindle tablets are not working very well and expressed interest in acquiring an AWE computer. She is borrowing one from a neighbor library and has heard positive reports from patrons. Trustees encouraged considering the requirement for parents to sign-up / check out the kindle or computers, and / or a parent orientation to ensure proper use of the electronic devices.

Old Business:

Annual Report Status-

Schauf is working with Lisa from Nioga to finalize.

Opt-Out Photo / Video Policy-

A Parent / Guardian Opt-Out Consent Form was reviewed. It was suggested to post a sign that patrons should notify staff if they wish themselves or their child to not be photographed or videotaped. Motion made by Brokish, seconded by Kingsley to adopt the form. 3 Ayes / 0 Nays.

LTA Membership-

Membership dues have been paid.

Libby Post-

Schauf told Libby Post that we were not moving forward at this time. She also reported that Lisa and Patt Fagan may be able to attend a future meeting to provide information on rechartering process.

Building Grant Fund-

There is ~\$6,100 remaining in the State Grant fund. Schauff will provide a print out of expenses.

Daily News Calendar-

Notices in the Daily News for the Knitter's Nook should now be listed correctly as Hollwedel Memorial Library.

Community Meetings-

Summaries of the March 2nd meetings with Town Supervisor Ted Howard and School Superintendent Ken Ellison were previously circulated via email by Gray. A summary of the meeting with Pioneer Library System in Wyoming was previously circulated via email by Davis. Notes for both are attached to the official meeting record.

New Business:

Domain Name-

Brokish confirmed that domain name "hollwedellibrary.org" is available, but no other progress has been made.

Other Business:

Library Name-

Gray researched whether "Public" needs to be part of the library's official name and confirmed it does not.

Visa Card-

Schauf reported that the library is allowed to have its own Visa Card and has filed the application with the

Bank of Castile.

Executive Session:

At 5:55pm a motion was made by Gould and seconded by Kingsley to enter executive session to discuss personnel matters. At 6:03pm a motion was made by Gould and seconded by Brokish to exit executive session.

Adjournment:

Motion made by Brokish, seconded by Kingsley to adjourn at 6:05pm. 3 Ayes / 0 Nays.

The next meeting will be at the library on May 3, 2017 at 4:30pm.

Submitted by
Jean Brokish