

Hollwedel Memorial Library  
Pavilion, New York  
Board of Trustees Meeting  
June 7, 2017

**Present:** 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 4:40pm after bills were reviewed and signed. Attendees recited the Pledge of Allegiance.

**Adoption of Agenda:** Davis indicated she had an item to discuss under “other business” regarding a possible donation to the library.

**Minutes:** Minutes from May 3 2017 were circulated. Motion made by Brokish, seconded by Kingsley to approve minutes as presented. 4 Ayes / 0 Nays.

**Period for public expression:** Mary Louise mentioned the gardens looked good and was grateful to the volunteers from the LeRoy Rotary Club who assisted on the Day of Caring.

**Treasurer’s Report:**

Kingsley circulated reports for the Operating, Grants and Donation, and Capital accounts. Activity on the Grants and Donation and Capital accounts was limited to interest. The Operating account covers day to day expenses and Trustees reviewed recent activity, including an adjustment (credit) of \$1991 reflecting the December retirement expenses that were erroneously charged to the library account.

A recap of Year to Date expenses was presented by Kingsley and reviewed by Trustees. Majority of budget categories are on target. Kingsley recommended the creation of an “Other” category for next year to cover miscellaneous expenses.

Trustees discussed the Library’s Visa Card due dates and the need to establish a method of paying the bill prior to the board meetings. This is similar to the process used to pay the utilities and requires two signatures, usually the Treasurer and President, with the voucher and supporting documents available for review at the following meeting. Davis moved to approve “pre-payment” of the Visa bill; Brokish seconded. 4 Ayes / 0 Nays.

**Bills presented for approval:**

Tompkin’s Card Member Services (credit card)	\$634.03
National Grid-electric	\$129.95
RG&E	\$41.88
Kid’s Reference Company	\$321.30
Baker and Taylor	\$114.74
Johnson Newspaper Corp	\$199.75
ELM USA	\$199.50

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

**Library Manager’s Report:**

Written report and circulation numbers were provided by Schauf. The library hosted to a variety of

regular events in May, and was a volunteer host site for United Way's Day of Caring. The library received \$1000 from Dollar General to support the Summer Reading Program. Gratitude to Deb Davis for identifying this opportunity and submitting the application. Schauf discussed the variety of programs in place for the Summer Reading Program, as well as a promotion partnership with local businesses. Information on Summer Reading Program will be available at Pavilion Day.

No activity to report regarding the Project.

**Old Business:**

*Kindle and AWE Computer*

Trustees did not feel it was necessary to purchase an AWE computer. When the loan period is finished it will be returned.

The initial license period for the Kindle tablets has expired. There have been some concerns over their use and how to best manage. Schauf will check with other libraries for policies or rules.

*Rotary Grant*

Davis suggested we use the grant from the LeRoy Rotary to extend Kindle licenses for another year; and any remaining funds be used to purchase software for the desktop computers. Trustees concurred.

*Lawley Insurance Information*

Gray summarized information regarding insurance coverage. She reported that our Liability coverage is adequate. Property insurance coverage amounts are \$739,000 for the building and \$338,000 for contents.

*Day of Caring Feedback*

Brokish will send thank you note to LeRoy Rotary for their efforts during the Day of Caring.

*Meeting Room Policy*

Current Library policy indicates that meeting rooms "can be used for educational programs or programs of community interest, but not for commercial, or purely social purposes nor for the benefit of private individuals." Trustees felt the Policy was adequate and no changes were needed.

*Dollar General Grant*

Discussed under Library Manager's Report.

*Domain Name*

No action.

**New Business:**

*Discussion on Corfu Library information*

Tabled

*Survey development*

A survey used by Corfu Library was circulated. A similar survey is being considered for patrons of the Hollwedel Memorial Library. It was discussed that distributing this survey with the Town newsletter and having a prize incentive will increase response numbers.

*Pavilion Day*

Schauf will be present with an informational booth and prize wheel. Trustees agreed to donate a basket for the raffle.

**Other Business:**

*Donation*

Davis reported that Virginia Westacott offered a framed photograph of the School's Clock Tower taken by, and in honor of, her husband Robert Westacott. Trustees gratefully accepted the donation.

*Rechartering*

A meeting will be set up with Lisa Erickson and Patt Fagan to move this process forward.

Gray asked all trustees to brainstorm a list of community groups that we can reach out to and inform them of this process.

Thompson relayed question from Town Board regarding how the change to a school district library affects the budget given that the fiscal years are different (Town is Jan-Dec and School is July-June). More information is needed.

**Adjournment:**

Motion made by Brokish, seconded by Kingsley to adjourn at 6:20pm. 4 Ayes / 0 Nays.

The next meeting will be at the library on July 5, 2017 at 4:30pm.

Submitted by

*Jean Brokish*