

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

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

President Gray called the meeting to order at 4:34pm 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 June 7, 2017 were circulated. Three revisions were noted:
Treasurer's Report - revise last sentence of first paragraph to read "... retirement expenses that were paid by the Town of Pavilion."
Bills presented for approval - National Grid payment was for "electric and light"
Other Business / Donation - revise to say "...School's Clock Tower in honor of her husband..."

Motion made by Davis to approve minutes as amended, seconded by Gould. 5 Ayes / 0 Nays.

Period for public expression: Mary Louise Hollwedel recapped recent garden maintenance activities. Plants under the roof overhang and in need of water. She and Brokish will coordinate regular maintenance through the summer. A hose cart and spray nozzle were requested to make the job easier.

Treasurer's Report:

Kingsley circulated bank reports for the Operating and Grants & Donations accounts. \$1300 income was posted to the Grants & Donations account. No activity was posted to the Capital account. The Operating account ledger indicates that the check for LTA dues has been cashed and our membership is now current.

Kingsley requested consideration for a back-up treasurer that can assist with vouchers in her absence.

A budget subcommittee (Kingsley, Brokish and Davis) will meet to finalize the budget.

Bills presented for approval:

Tompkin's Card Member Services (credit card)	\$975.90
National Grid - electric	\$84.71
National Grid - light	\$33.75
RG&E	\$72.34
Kid's Reference Company	\$183.60
Baker and Taylor	\$169.32
Showcases	\$64.54
S. Schauf - mileage	\$37.45
S. Schauf - supplies	\$25.00
Doug Rougeux (Bubble Man)	\$375.00
Monroe Water Authority	\$22.36
Pavilion Sewer District	\$75.00
Classroom Library Company	\$272.69

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

Library Manager's Report:

Written report and circulation numbers were provided by Schauf. Information table at Pavilion Day was a success, with multiple members of the community stopping by to spin the prize wheel. Tuesday morning Story Time remains very popular and the Summer Reading Program officially starts on July 11. A meeting with County Legislators is scheduled for July 31.

Old Business:*Kindle and Software*

Davis sent a letter to Rotary informing them of our plans to use the grant for this purpose.

Kindle Rules

In lieu of rules, it may be possible to manage the Kindles using the control settings. Schauf will evaluate.

Audit information

Schauf spoke with colleagues at Byron-Bergen and Oakfield libraries regarding audit costs. In both cases, costs of auditing library accounts are covered by the respective Town.

List of Community Groups

Gray requests that everyone send her ideas of community groups by the August meeting.

New Business:*NY Library Association*

An application for the Building Awards - New Construction was submitted by Gray and Davis.

Library Survey

Gray reminded all that we need to identify changes to the Corfu Library survey to fit our needs. Survey needs to be finalized by September to be included in the Town Newsletter.

Fiscal Year

Gray is still trying to coordinate a meeting with fiscal representatives to determine how Rechartering to a School District Library may affect our fiscal year.

Other Business:*Informational Meeting*

A meeting is scheduled with Lisa Erickson and Patt Fagan on Monday July 24th at 4:30pm.

Basket Donation for Pavilion Day

Trustees divided cost of materials for a teen basket raffled during Pavilion Day.

Personnel Evaluations

Staff and manager evaluations are due by October's meeting.

Adjournment:

Motion made by Kingsley, seconded by Gould to adjourn at 5:26pm. 5 Ayes / 0 Nays.

The next meeting will be at the library on August 2, 2017 at 4:30pm.

Submitted by

Jean Brokish