

Hollwedel Memorial Library
Pavilion, New York
Board of Trustees Meeting
August 2, 2017

Present: Steve Gould (Vice-President), Karen Kingsley (Treasurer), Jean Brokish (Secretary), Deb Davis (Trustee); Suzanne Schauf (Manager).

Guests: Edgar and Mary Louise Hollwedel

Absent: Joan Gray (President), Linda Thompson (Town Board Liaison)

Vice President Gould called the meeting to order at 4:35pm after bills were reviewed and signed. Attendees recited the Pledge of Allegiance.

Adoption of Agenda: Brokish requested the addition of “Domain Name” under Old Business and Schauf requested that staff member Ashley Kingsley be included during the discussion of the July 24th meeting.

Minutes: Minutes from July 5, 2017 were circulated. Motion made by Kingsley to approve minutes as amended, seconded by Davis. 4 Ayes / 0 Nays.

Period for public expression: Mary Louise Hollwedel commented that the front landscaping looks good and minor maintenance activities will continue.

Treasurer’s Report:

Kingsley circulated bank reports for the Operating and Grants & Donations accounts. Kingsley recapped the Operating account balance and stated that a variety of summer reading program expenses will be posted to the Grants & Donations account in the near future. The activity on the Capital account was limited to accrual of 4 cents in interest and a detailed ledger was not provided.

Bills presented for approval:

Tompkin’s Card Member Services (credit card)	\$313.75
National Grid - electric	\$94.58
National Grid - light	\$33.05
Baker and Taylor	\$50.58
Showcases	\$135.00
Northern New York Newspapers Crop	\$14.00
Brodart Company	\$128.38
Gardner Media LLC	\$133.58
Classroom Library Company	\$255.59

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

Library Manager’s Report:

Written report and circulation numbers were provided by Schauf. The Summer Reading Program has officially started and participation among patrons is good. The Tuesday morning Story Time continues to draw 20+ kids and has appreciated working with intern storytellers; and adults are enjoying education programs, including the tatting class that drawn nearly 20 people per session. The Summer Picnic is scheduled for Friday August 18.

Schauf also reported that the additional (part-time) Clerk position has been approved and Ashley Kingsley is willing to continue working a few hours per week into the fall.

Schauf and representatives from the Genesee County Libraries recently met with County Legislators.

Old Business:*Domain Name*

Brokish reported that hollwedellibrary.org has been purchased for the library's use and a general email account has also been established (hollwedellibrary@gmail.com).

Budget subcommittee

No subcommittee meeting was needed for the 2018 Budget. Kingsley was able to prepare the draft budget for Board review. Items of note included an overall increase of 5.5%, due in large part to increased labor costs, and uncertainty on Library responsibilities for the audit costs. The draft budget will be presented to the Town Board at their upcoming meeting (July 12), when it may also be possible to clarify processes for allocating audit costs.

The subcommittee intends to meet to discuss budget needs for the 3-5 year timeline and will share this information with the Board at a future meeting.

Kindle Use and Settings - This item was tabled.

List of Community Groups - This item was tabled.

New Business:*Library Name*

Lisa Erickson again confirmed that "public" does not need to be part of the Library's name. Nioga offered assistance to officially change the name to Hollwedel Memorial Library. Kingsley moved to proceed with the name change with Nioga support; Davis seconded. 4 Ayes / 0 Nays.

Library Rechartering

Trustees recapped the discussion from the July 24th meeting with Tom Bindeman, Lisa Erickson and Patt Fagan. Ms. Fagan's proposal to assist us with outreach and rechartering was reviewed. Ashley Kingsley joined the discussion and identified some areas, e.g. website creation, where she could assist. Gould requested that Ashley submit a proposal for our review.

Fiscal Year

Gray submitted written recap from her recent discussion with Don Childs (Pavilion Central School Business Manager) indicating that funds collected through the school would be forwarded to the library in early November.

Other Business:*Reminders / References*

Trustees were reminded to review Corfu Library materials.

Information packets with Land and Building History were provided.

The NY Municipal Insurance Reciprocal Building Detail Report from April 7, 2017 was provided.

Adjournment:

Motion made by Davis, seconded by Brokish to adjourn at 5:52pm. 4 Ayes / 0 Nays.

The next meeting will be at the library on September 6, 2017 at 4:30pm.

Submitted by

Jean Brokish