

Hollwedel Memorial Library
Pavilion, New York
Board of Trustees Meeting
September 6, 2017

Present: 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 4:32pm after bills were reviewed and signed. Attendees recited the Pledge of Allegiance.

Adoption of Agenda: Gray requested the addition of “Budget Review” as an item under old business.

Minutes: Minutes from August 2, 2017 were circulated. Motion made by Gould to approve minutes as presented, seconded by Davis. 5 Ayes / 0 Nays.

Period for public expression: ML Hollwedel expressed gratitude for how lovely everything looks.

Treasurer’s Report:

Kingsley circulated the bank report for the Operating account. There have been recent challenges getting payroll reports in a timely manner and therefore it was not possible to present a reconciliation of the account. Kingsley will contact the Town Clerk to ask for timely reports of payroll checks. Activity on the Capital account was just accrual of \$0.04 in interest, and the Grants & Donations account earned \$0.71 with a balance of \$27,727.01.

Bills presented for approval:

Tompkin’s Card Member Services (credit card)	\$807.60
National Grid - electric	\$99.59
National Grid - light	\$32.99
Baker and Taylor	\$185.81
Showcases	\$110.70
Turnbull Inc.	\$148.00
Nioga Library System	\$2,391.68
Gardner Media LLC	\$184.53

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

Library Manager’s Report:

Written report and circulation numbers were provided by Schauf. Patron numbers are great, with 1145 visits in August. The library hosted 82 Summer School Students, an impressive Bubblemania program with Doug Rougeux, continued large crowds at Story Time, and a variety of other programs. The Summer Reading Program concluded with a picnic. Gratitude to Tom Phelps who supplied games and food, and to Rich Schauf for covering grill duties.

The Dollar General Grant provided financial support for the Summer Reading Program and a report is due September 15th. Davis will submit.

Schauf reported that the carved wooden bear in the Children's room has developed a crack. Repairs are estimated at \$50.

Old Business:

Clerk Position

At the previous meeting Schauf reported that an additional part-time Clerk position had been approved via Civil Service. Davis moved to approve the additional part-time position; Gray seconded. 5 Ayes / 0 Nays.

Gray then moved to approve continued employment for Ashley Kingsley as the third part-time clerk to fill in hours as needed; Gould seconded. 4 Ayes / 0 Nays / 1 abstention (Kingsley).

Budget

The library budget was submitted to the Town Board and to Baldwin. Confirmation was received from the Town that they will pay retirement for employees. Adjustments need to be made to reduce the library's "income" from tax revenues as the proposed budget exceeded the STAR tax cap of 1.84%. Trustees discussed various adjustments, including increased revenue from Grants & Donations. Gould moved to approve the amended budget and submit it to the Town; Davis seconded. 5 Ayes / 0 Nays.

Audit

Gray reported that Bonadio is working on 2015 audit and will begin working on the 2016 audit later this year. The Town will pay for the 2016 audit and the library will have to pay for the 2017 audit.

Patt Fagan Consulting Proposal

The board discussed the quote for services received from Patt Fagan. The goal of this initiative is to establish and implement a communications plan and support the library through a re-chartering process. Trustees were uncertain about the need for some of the items identified on Ms. Fagan's proposal, with concerns specifically focused on the costs associated with the proposed meeting frequency and having Ms. Fagan carry out communications activities. Brokish moved to engage Ms. Fagan's services for the creation of a website and to develop a communications plan; Davis seconded. 5 Ayes / 0 Nays.

New Business:

Award

The Hollwedel Memorial Library was awarded the New York Library Association's Building Award. This award recognizes construction or improvement of library facilities. Kudos to all involved in the construction project over recent years! Schauf will attend the NYLA conference to accept the award.

Fall Fest and Book Sale

This annual event is scheduled for October 20 and 21.

Policies

Gray identified three policies that need to be drafted or revised: Patron Confidentiality / Law Enforcement Inquiry (Schauf to lead); Accessibility / ADA Statement (Gray to lead); and revision to Public Relations and Public Information policy to address social media (Davis to lead).

Other Business:

Reminders / References

Manager and staff evaluations are due by the end of September.

Confirmation was received that RG&E now has our correct address.

Governor Coumo signed a bill that allows taxpayers to make contributions to the state's "Love Your Library Fund," with revenue to support the State's Summer Reading Program.

Adjournment:

Motion made by Davis, seconded by Brokish to adjourn at 6:09pm. 5 Ayes / 0 Nays.

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

Submitted by

Jean Brokish