

Hollwedel Memorial Library  
Pavilion, New York  
Board of Trustees Meeting  
October 4, 2017

**Present:** Joan Gray (President), Karen Kingsley (Treasurer), Jean Brokish (Secretary), Deb Davis (Trustee); Suzanne Schauf (Manager); Linda Thompson (Town Board Liaison)  
**Guest:** Patt Fagan  
**Absent:** Steve Gould (Vice-President)

President Gray called the meeting to order at 4:37pm after bills were reviewed and signed. Attendees recited the Pledge of Allegiance.

**Adoption of Agenda:** Brokish requested the addition of “Town Request for Minutes” under Old Business.

**Introduction of Patt Fagan:** Ms. Fagan attended the meeting to present additional details and answer questions regarding her services to develop a website and to create a strategic communications plans. A variety of materials will be needed in order to develop the website, including domain information, logo, photos, history, minutes, and regular events. Trustees will gather at the library for a strategic planning discussion on November 8, 4-6 pm.

**Minutes:** Minutes from September 6, 2017 were circulated. Motion made by Kingsley to approve minutes as presented, seconded by Davis. 4 Ayes / 0 Nays.

**Period for public expression:** none.

**Treasurer’s Report:** Activity on the Capital account was just accrual of \$0.03 in interest for a balance of \$1,393.37, and the Grants & Donations account earned \$0.70 for a balance of \$27,727.71. The Operating account will be credited \$110.70 due to a duplicate payment to Showcases that was returned and voided. Current balance for this account is \$14,536.67, which balance will cover operating expenses for the remainder of 2017.

**Bills presented for approval:**

Tompkin’s Card Member Services (credit card)	\$413.90
National Grid - electric	\$83.58
National Grid - light	\$33.09
RG&E	\$17.65
Baker and Taylor	\$222.49
Gardner Media LLC	\$161.58
Pavilion Sewer Service	\$75.00
Diamond Lake Book Company	\$215.31
Monroe County Water Authority	\$33.58
S. Schauf (mileage reimbursement)	\$48.15

*Budget discussion* - Kingsley recapped recent budget discussions with the Town and Baldwin. Baldwin recommends we increase the “carryover” amount allocated to pay bills the first month of the year to \$6000. Baldwin also requested information on the amount budgeted for insurance. Kingsley will attend the November Town Board Meeting to address these items.

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

### **Library Manager’s Report:**

Written report and circulation numbers were provided by Schauf. Story time remains very popular with ~20 attendees each week. Staff are prepping for the Fall Fest Book Sale (scheduled for October 20 and 21) and will be hosting the Childhood Literacy Workshop and Nioga Tour on October 18<sup>th</sup>. November and December will host special programs on Alzheimer’s and Breast and Prostate Cancer along with a computer class. The 2018 Holiday Schedule was provided. And Schauf reported the creation of a mobile lending library / partnership with Papa Roni’s.

### **Old Business:**

#### *Petition and Resolution for Amendment of Charter*

Gray and Brokish signed the “Petition and Resolution for Amendment of Charter to the Regents of the University of the State of New York” requesting the library’s name be changed to Hollwedel Memorial Library.

#### *Dollar General Grant Report*

Davis confirmed submission of the required report.

#### *Policies*

Patron Confidentiality - Sample policies of were provided. Trustees are asked to review and be ready to discuss at the next meeting.

Accessibility / ADA Statement - Draft policy was presented and reviewed. Davis moved to approve and adopt the policy as presented; Kingsley seconded. 4 Ayes / 0 Nays.

Public Relations and Public Information - Davis requested the current policy be revised with the following insertion “3. Local media, library website, and social media shall be utilized to keep the public informed of the library’s resources and services.” Kingsley moved to approve and adopt the policy as revised; Brokish seconded. 4 Ayes / 0 Nays.

Social Media Policy - Davis presented a draft Social Media Policy for Trustee review. Brokish moved to approve and adopt the policy as presented; Kingsley seconded. 4 Ayes / 0 Nays.

#### *Town Request for Minutes*

Brokish asked for guidance on responding to the Town’s request for submission of meeting minutes to be posted to their website. Trustees felt that it was best to post minutes to our website, and committed to having the minutes available to the public by January 2018.

### **New Business:**

#### *Policies*

The following policies are needed: Patron Behavior / Code of Conduct (Gray to draft); Unattended Vulnerable Adult Policy (Gray to draft); and Safety / Emergency Plan (Davis to

draft).

**Executive Session**

At 6:25pm, Davis moved to enter executive session for purposes of discussing employee evaluations; Gray seconded.

At 6:40pm, Davis moved to adjourn the executive session regarding employee evaluations; Brokish seconded.

**Adjournment:**

Motion made by Davis, seconded by Kingsley to adjourn at 6:42pm. 4 Ayes / 0 Nays.

The next meeting will be at the library on November 1, 2017 at 4:30pm.

Submitted by

*Jean Brokish*