

Hollwedel Memorial Library  
Pavilion, New York  
Board of Trustees Meeting  
November 1, 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)

Guest: Edgar and Mary Louise Hollwedel

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

**Adoption of Agenda:** Davis and Gray each requested one item to be added under Old Business.

**Minutes:** Minutes from October 4, 2017 were circulated. Motion made by Gould to approve minutes as presented, seconded by Kingsley. 5 Ayes / 0 Nays.

**Period for public expression:** none.

**Treasurer's Report:** Balance for the Capital account did not change as October interest has not been posted (balance is \$1,393.37). Interest for the Grants & Donations account has also not been posted, and a check in the amount of \$9,000 (Bullet Aid) brings the balance to \$36,727.71. Kingsley presented a reconciliation of the Operating account which has a balance of \$10,877.70. Expenses for the remainder of 2017 are estimated at \$10,000. Approximately \$6,000 will be transferred from Grants & Donations to Operating (reflects funds from various grants and the \$3,500 that was budgeted to come from the Grants & Donations account), leaving approximately \$6,800 to roll over to January to cover the first costs of the new fiscal year.

**Bills presented for approval:**

Tompkin's Card Member Services (credit card)	\$748.60
National Grid - electric	\$84.77
National Grid - light	\$33.05
RG&E	\$25.04
Baker and Taylor	\$33.52
S. Schauf (mileage reimbursement)	\$37.45
Classroom Library Co.	\$115.50
Michael Frederick	\$25.00
MP Fagan, Ltd.	\$550.00
Jason Holland	\$100.00

*Budget discussion* - Kingsley provided an update regarding budget discussions with the Town. The library budget numbers needed to be recorded differently on the budget proposal; and it was confirmed that the Town will pay the 2018 retirement costs but will not pay in the future.

Trustees expressed gratitude to Karen for her diligence and hard work in managing the accounts.

Brokish 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. Total patron count was 869 during the month of October.

The library hosted a Childhood Literacy workshop on October 18. Representatives from 10 libraries took a tour of the new addition and were very impressed. The workshop attendees discussed the use of outreach crates and community lending libraries. It was suggested that Schauf contact the local Food Bank to see if books and related materials can be distributed to its users. Gould suggested we label any donated materials as coming from the Hollwedel Memorial Library.

The Fall Fest Book Sale was a success with 145 people coming to explore the library and purchase books and baked goods.

A special program on dementia will be hosted at the library on November 15.

### **Old Business:**

*Communications Services with Patt Fagan*

The contract with Patt Fagan has been signed, and Patt provided three different website templates for our consideration.

### *Policies*

Public Relations and Public Information - Paper copies of this policy approved at the October meeting were provided to trustees.

Patron Confidentiality - Trustees reviewed sample policies from other libraries and identified language to include in a policy for our library. Schauf to lead drafting this policy.

Patron Behavior / Code of Conduct - Sample language for this policy was reviewed and Gray will draft a policy for approval at the next meeting.

Unattended Vulnerable Adult - Gray presented a draft policy for review. Kingsley moved to approve the Unattended Vulnerable Adult Policy as presented, Davis seconded. 5 Ayes / 0 Nays.

Emergency Preparedness Plan - Davis presented a draft plan for review. Brokish moved to approve the Emergency Preparedness Plan as presented, Kingsley seconded. 5 Ayes / 0 Nays.

### *Dollar General Grant*

Davis reported that a Thank You note was sent to the point of contact listed for the Dollar General Grant. Davis will review Dollar General's website to identify future grant deadlines.

*Donation*

Gray read a letter from Virginia (Ginna) Westacott that was received with the donated photograph of the Pavilion Central School tower. The library is honored to receive this gift.

**New Business:**

*Materials for Website*

Gray provided copies of the minutes from 2015 and 2016 to Patt Fagan, along with a summary of the library history. Brokish will provide 2017 minutes.

*Policies*

Trustees were asked to review the Internet / Computer Rules and Application for Internet / Computer Use for Patrons under 18 years of age.

**Adjournment:**

Motion made by Brokish, seconded by Gould to adjourn at 5:47pm. 5 Ayes / 0 Nays.

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

Submitted by

*Jean Brokish*