

Hollwedel Memorial Library
Pavilion, New York
Board of Trustees Meeting
December 6, 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: Don Oberlin, Patt Fagan, and Esther Leadley

President Gray called the meeting to order at 4:30pm after bills were reviewed and signed. Attendees recited the Pledge of Allegiance.

Adoption of Agenda: No additions or changes to the agenda were requested.

SWOT Summary and Direction: Patt Fagan provided draft pages of the new website, which is ready for more content. She also presented a summary from the recent planning session focused on Strengths, Weaknesses, Opportunities and Threats (SWOT), followed by a variety of strategies the library can implement to increase and improve communications with residents and key stakeholders. Trustees were asked to identify top priorities for 2018 and send to Patt.

Minutes: Minutes from November 1, 2017 were circulated. Motion made by Davis to approve minutes as presented, seconded by Gould. 5 Ayes / 0 Nays.

Period for public expression: Esther Leadley offered to provide a class on career and resume topics for patrons.

Treasurer's Report: Ledgers were provided for the Capital, Operating and Grants & Donations Accounts through November 30.

- The Capital account has a balance of \$1,393.44. Kingsley recommended that funds be added to this account, as available, to cover costs of future repairs.
- Grants & Donations account had a balance of \$36,179.37 as of November 30. Kingsley reminded Trustees that funds will be transferred from this account to the Operating account as follows: \$1300 reflecting grants that were received during 2017 and \$3500 reflecting the amount included in the 2017 Town Budget.
- The Operating account had a balance of \$7,208.64 as of November 30. Kingsley also presented a projection for December expenses and informed Trustees that with the \$4800 transferred from Grants & Donations, the Operating account will have ~\$5,000 to carry over for January 2018 to cover the first costs of the new fiscal year.

2015 Audit: Kingsley reported that the 2015 audit is completed and a copy is forthcoming.

Bills presented for approval:

Tompkin's Card Member Services (credit card)	\$328.82
National Grid - electric	\$100.02
National Grid - light	\$33.10
RG&E	\$151.09
Baker and Taylor	\$235.80
Nioga Library System	\$2,391.68
Sebco Books	\$564.32
Batavia Newspaper Corp.	\$125.20
Pavilion Public Library (fund transfer)	\$4,800.00

Note: the credit card bill included \$47.41 in interest and late fees because the bill was paid late. It is not clear why payment was delayed because all documents were provided in time for payment by the due date. Schauf contacted VISA and they agreed to waive the fees, which will be credited on next month's bill.

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

Library Manager's Report:

Written report and circulation numbers were provided by Schauf. Total patron count was 642 during the month of November; and total circulation for the month of September was 1,371. Schauf reported that our library is one of just three libraries in the Nioga System with increasing circulation numbers.

Schauf attended the NYLA conference in Saratoga Springs and accepted the New Construction Award. Many ideas and products were also identified through the information sessions. Storytime continues to be at maximum capacity, and meeting rooms have proven useful to local groups as well as an informational session promoting awareness of Alzheimer's disease.

Old Business:*Website*

Past minutes and the mission statement have been provided to Patt Fagan for the website. The information on library history will be provided once we get confirmation on the pending name change.

Policies

Patron Records Confidentiality - Policy presented for review. Davis moved to approve the policy as presented; Kingsley seconded. 5 Ayes / 0 Nays.

Patron Code of Conduct - Tabled for next meeting.

Internet / Computer Rules and Application - Tabled for next meeting.

Copies of the following adopted policies were provided for Trustee records:

- Social Media policy
- Unattended Vulnerable Adult Policy
- Emergency Preparedness Plan
- ADA Compliance Statement

Kindles

Schauf is working to make them functional but reports that some of the plugs are in poor shape.

[Davis left the meeting]

New Business:

Trustee terms

Kingsley reported she is willing to serve another term. Brokish moved to recommend Kingsley for another term; Gould seconded. 4 Ayes / 0 Nays.

2018 Forecast

Gray asked Trustees to consider officer positions for 2018, and to look at meeting dates to identify possible conflicts. Gould requested consideration for a different meeting time. Items will be discussed at January 2018 meeting.

Policies

Gray will work on the “Friends Group MOU” and present a draft at the January meeting.

Other:

Trustees were reminded to bring any used books for Food Pantry clients and to be thinking about possible grant(s) to fund an AED unit.

It was decided that the library would be available to host the Town Board’s Christmas party every other year (even years).

Adjournment:

Motion made by Gould, seconded by Kingsley to adjourn at 6:10pm. 4 Ayes / 0 Nays.

The next meeting will be at the library on January 3, 2018 at 4:30pm.

Submitted by

Jean Brokish