Minutes from Library Board meeting of May 11, 2017

Present: Brian Smith, Stephanie McLaughlin, Nick Robertshaw, Brian Avery, Dennis Munnelly, Susan Stone, Karen Franco

Minutes taken by Susan Stone for Karen Franco

Community guest: Helen Grosso

Meeting called to order at 6:45 p.m.

Minutes of Previous Meeting: Motion to approve by Stephanie, seconded by Brian Smith

Director's Report: A copy of the report was provided to all trustees and our guest. Items discussed were as follows:

* Printer: Technician is coming on May 12. Will then know what can be done.
* Kate's proposal for bullet grant: We will ask for full amount. We will mention that we have begun a feasibility study for library expansion.
* New Hire: Discussion about budget for salary. To be determined by our needs and market forces.
* Susan spoke about candidates. References being checked on top candidates. Offer will follow.
* Record Clean-up: Patron records have been updated. Kudos to entire staff for assist.
* Stephanie made motion to accept report. Brian S. seconded. All in favor.

Treasurers Report: A copy of the report was provided to all trustees and our guest. The report was approved to go to file. Items discussed are as follows:

* Nick went over all the current numbers.
* Brian asked to keep an eye out for check for 195K from town.
* 2016 numbers better than 2015 at this point in calendar.
* Health Insurance: Stephanie made motion to approve recent modifications to health insurance contributions, effective May1, 2017. Nick seconded, all approved.
* All conflict of interest forms have been signed except for Cliff and Frank. Stephanie will call to remind them to come in and sign. They will be in their folder in front.

PR:

* Verna coming home tomorrow. Stephanie has dropped off flowers and card. Visitors good for next week.

Feasibility Study:

* Stephanie met with Sharon Danosky, Ross and Fayne Daniels to review the ongoing feasibility study results. Interviews going well though there are some parking concerns and questions about moving location of library (ex: AG market?). All agreed that this is a long-term project and we will need to put together an advisory group to help our efforts.

Book Sale:

* Kudos to all on set up.
* On Friday, signs with arrows will be put up.
* As much as possible has been picked up off the ground in anticipation of heavy rains.
* Utter Bros. and Joe Petryka have offered pallets to accommodate above.
* Nick will be cashier
* Breakdown is Tues. at 3 p.m.

Personnel committee reported on recent meeting. Items discussed include the following:

* Sunday staffing will change in the fall. Person will need to also work one other day / week.
* Plan to review personnel policy
* Working on paid holidays
* Discussion on harassment policy
* Health files should be under lock and key.
* Personnel folders should be uniform.
* Folders should be reviewed once per year.
* Brian A. says they are in much better shape than before.

Brief discussion on NYS Controller required report

Need to request increase in funds from town for November 2018.

Meeting was adjourned at 8:43 p.m.