

The Community Library  
Board of Trustees Meeting  
August 10, 2017  
APPROVED

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m.

Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Virginia Downs, John Hart, Ken Hotopp, Dee Neary, Jerry Peters, Larry Rockwell, Janet Sand, Jean Stennett, Devon Hedges.

Minutes:

Ms. Stennett made a motion, seconded by Mr. Peters, and unanimously approved to accept the July 2017 minutes.

Communications:

Mr. Hotopp informed the trustees that he had received a letter indicating that the library will be receiving money from the Irving Chase estate. Also, Mr. Hotopp informed the trustees that he had received a letter from Mr. Dan Lamont indicating the Lamont Family will be donating additional money to the library in memory of Rie Lamont.

Director's Report:

Ms. Kaitlyn Forbes, Children and Youth Services Librarian, described the library's successful summer reading program. Fifty-three programs were offered with 484 students attending.

Mr. Hedges reported that circulation has decreased but program numbers have increased. These trends are similar to libraries throughout the state.

Mr. Hedges reported that the back fence has been removed.

At Mr. Hedges' request, Mr. Peters made a motion, seconded by Mrs. Ashworth, and unanimously approved to go into executive session in regard to a personnel matter. Mr. Hart made a motion, seconded by Mr. Peters, and unanimously approved to go out of executive session.

Treasurer's Report:

Mr. Hart outlined the financial report for the month of July. After Mr. Hart's presentation of the bills, Mr. Peters made a motion, seconded by Mrs. Ashworth, and unanimously approved to pay the bills.

Committee Reports:

Facilities:

Ms. Ashworth reported that the exterior tobacco-free signs have been erected.

Mr. Hart mentioned that an annex window pane needs to be repaired.

After a very high water bill was received, a leaking toilet was repaired.

Policy:

Mrs. Sand presented the revised Code of Conduct Policy and the revised Internet Access Policy. Both revised policies were unanimously approved.

Board Development:

Mrs. Neary asked the trustees to have the public surveys completed by the September meeting.

Mrs. Berard asked for a brief recess to honor Mrs. Wingfield. Mr. Hotopp and Mr. Hedges thanked Mrs. Wingfield for her nine years of service and wished her well in retirement.

Financial Structure Committee:

Mr. Peters shared with the board a rough draft of a ven diagram of the revised financial structure being considered.

**Building Committee:**

The Committee met with Mr. Mays and agreed with his suggestion that the outside area be a priority since this project may be eligible for a grant.

**Unfinished Business:**

The Oath of Office has been completed for Mr. Rockwell and Mrs. Sand.

**New Business:**

Mr. Hart explained the details of the NYS Family Leave Act which will go into effect in January 2018. The board members agreed that additional information is needed before a decision about the library's participation can be decided.

**Important Events:**

Monday, August 21, 10:00 A.M.- Building Committee meeting with Mr. Mays

September 14, 1:00 p.m. - regular board meeting

Friends of the Library are presently creating their baskets for The Coby Day raffle in September.

**Adjournment:**

Mr. Peters made a motion, seconded by Ms. Stennett, and unanimously approved to adjourn at 2:36 p.m.

Submitted by Virginia Downs