

*The Community Library  
Board of Trustees Meeting  
July 12, 2018*

*Call to Order:*

*As a quorum was present, President Ken Hotopp called the meeting to order at 1:03 p.m. Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Dee Neary, Jerry Peters, Janet Sand, Julia Walter, Devon Hedges. Excused: Larry Rockwell, Jean Stennett.*

*Guests:*

*Ms. Lynn Lawyer, treasurer, outlined the new format of the financial report. After trustees made a few suggestions, Ms. Lawyer indicated she would incorporate these suggestions into her revisions.*

*Minutes:*

*Mrs. Berard made a motion, seconded by Mrs. Sand, and was unanimously approved to accept the revised minutes of June 2018.*

*Communications:*

*Ms. Katherine Hawkins indicated that the additional signage suggested by Mr. Hedges in regard to the library being closed on Saturdays would be helpful to the patrons.*

*Director's Report:*

*Mr. Hedges announced that the financial form 990 is in the office for review by the trustees.*

*Mr. Hedges has been in contact with Mayor Linda Holmes regarding community grant money that may be available to the library.*

*Treasurer's Report:*

*Mr. Peters announced that Paul Mays had submitted the details and cost of the proposed ramp project. The Building Committee will review this proposal.*

*Mr. Peters presented the bills. After each trustee reviewed the bills, Mr. Peters made a motion, seconded by Ms. Carpenter, and unanimously approved to pay the bills.*

*Committee Reports:*

*Facilities:*

*Mrs. Ashworth is seeking an appropriate date for a clean-up day by trustees.  
Mr. Hotopp suggested that Mr. Hedges contact the lawn service to add weeding to their list of responsibilities.*

*Policy:*

*Ms. Carpenter presented the committee's suggested changes in by-laws. She asked that the trustees particularly review the duties of the treasurer and the finance officer. The trustees will vote on these revisions at the August meeting.*

*Finance:*

*Mrs. Berard has been in contact with FAM regarding the library's account. The suggestion was for the members of the finance committee: Mr. Peters, Mrs. Berard, Ms. Carpenter, and Mr. Rockwell, be the signers on this account. Mrs. Sand made a motion, seconded by Mrs. Neary, and unanimously approved this change.*

*Board Development:*

*Mrs. Neary is in contact with the school regarding write-in candidates for library trustee.*

*The 2018-19 trustee roster will be distributed in August.*

*Mrs. Neary presented the proposed officer list for 2018-19:*

*President- Ken Hotopp*

*Vice-President-Jean Stennett*

*Secretary-Virginia Downs*

*Finance-Jerry Peters*

*Historian-Harriet Berard*

*Mrs. Sand made a motion to cast one ballot for the list of officers. Ms. Carpenter seconded the motion, and it was unanimously approved.*

*Mrs. Neary suggested that assistant finance officer should be added to this list. Mr. Peters made a motion, seconded by Mrs. Neary, and unanimously approved that Ms. Carpenter be the assistant finance officer.*

*Mr. Hotopp and Mr. Hedges will be reviewing committee membership.*

*Building:*

*Mrs. Berard indicated that grants should be explored to finance the next library improvement project.*

*The trustees engaged in discussion of the next project including removal of fire hazards in the annex, new windows in the annex, repair and cleaning of the exterior, and heated sidewalks.*

*Important Dates:*

*Foundation for the Mohawk Valley Libraries Golf Tournament - July 30*

*Next regular board of trustees meeting - August 9 at 1:00 p.m.*

*Adjournment:*

*Mr. Peters made a motion, seconded by Mrs. Neary, and unanimously approved to adjourn at 2:37 p.m.*

*Submitted by Virginia Downs*