

The Community Library
Board of Trustees Meeting
February 14, 2019

Prior to the monthly meeting, trustees viewed the webinar “Strategic Planning (Part One) - Creating a Path for the Future” After the presentation, the trustees discussed the topic and the presentation.

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, Jerry Peters, Julia Walter, Devon Hedges. Excused: Fred Barnes, Dee Neary, Janet Sand.

Guests:

Mr. John Scott had been contacted as a possible trustee. He attended this meeting to determine his decision. After the trustees introduced themselves, Mr. Scott briefly described his family and his career.

Minutes:

Mr. Peters made a motion, seconded by Ms. Carpenter, and was unanimously approved to accept the January 10, 2019 minutes.

Communications:

Mr. Hedges informed the trustees that library insurance information is available for review.

Director’s Report:

Mr. Hedges highlighted some details from his monthly report. Mrs. Berard complimented Mr. Hedges’ report outlining his numerous meetings. Thus, the trustees are aware of issues regarding the building and Mr. Hedges’ contacts with groups and individuals.

Treasurer’s Report:

The trustees reviewed the current treasurer’s report. Mr. Peters presented the bills. After each trustee reviewed the bills, Mr. Peters made a motion, seconded by Mrs. Ashworth and was unanimously approved to pay the bills.

Mr. Peters concluded the report by suggesting to Mr. Hedges that the Hartford Insurance bill be paid annually to save money.

Committee Reports:

Finance:

Mr. Peters, chair of the finance committee, presented four motions to the trustees.

Motion # 1: The Finance Committee moves that the 2019 Budget be accepted as previously approved with no changes, including pay rates. This motion was unanimously approved.

Motion #2: The Finance Committee moves to remove overdue fines for Children’s Materials as recommended by the Director. After discussion, this motion was unanimously approved.

Motion #3: The Finance Committee moves to remove all the funds currently in the Library’s Renovation Account from the Bank of Richmondville to the KeyBank into the following accounts.

- a. Use funds from the library’s Renovation Account to open a Key Business Reward Checking Account with the minimum amount required by KeyBank.

- b. Invest \$150,000 from the library's Renovation Account in a Key Business Jumbo CD with a term of 13 months and APY of 2.85%.
- c. Open a Key Business Gold Money Market Savings account (APY currently 2.00%) with a deposit equal to the remaining balance in the library's Renovation Account.
- d. The authorized signatories on the KeyBank accounts will be: Gerald Peters, Lynette Lawyer, Kenneth Hotopp, and Harriet Berard. Two of these individuals will be required to sign each check drawn on the Key checking and savings accounts.

This motion was passed unanimously.

Motion #4: The authorized signatories of the library's FAM account will be Gerald Peters, Harriet Berard, and Linda Carpenter.

This motion was passed unanimously.

Facility:

Mrs. Ashworth reported that the annual assessment of the building was conducted with Mr. Hedges.

Board Development:

Mrs. Berard spoke to Mr. John Scott regarding the library and the role of trustee.

Mr. Peters suggested that the next webinar be postponed until the April meeting since the March meeting will focus on developing the 2020 budget.

Building:

The committee will meet with Paul Mays at 11:00 a.m. on March 5.

Important Dates:

February 27 Library Advocacy Day in Albany

March 14 regular Board of Trustees meeting at 1:00 p.m.

Adjournment:

Mr. Peters made a motion, seconded by Ms. Carpenter, and was unanimously approved to adjourn at 2:27 p.m.

Submitted by Virginia Downs