

The Community Library
Board of Trustees Meeting
March 14, 2019

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:02 p.m.

Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Dee Neary, Jerry Peters, Janet Sand, Devon Hedges. Excused: Fred Barnes, Julia Walter.

Guests:

Ms. Thais Gruning, library assistant, announced the annual Battle of the Books will take place Saturday, March 30, 9:15 a.m. at the Golding Middle School. Ms. Gruning invited the trustees to participate or to attend just to enjoy this fun event.

Minutes:

Mrs. Sand made a motion, seconded by Mrs. Neary and was unanimously approved to accept the February 2019 minutes.

Communications:

Mr. Hedges announced the ~~MVLA~~-MVLS annual dinner will be held May 8 at the River Stone Manor. All trustees are invited to attend.

Director's Report:

Mr. Hedges indicated that the staff has begun the process of relocating collections. Appropriate signage will aid patrons with the changes.

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.

Committee Reports:

Finance:

Mr. Peters presented the following:

Tax Cap Override Resolution

Whereas, the Adoption of the 2020 budget for The Community Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law 6 3-c adopted in 2011; and

Whereas General Municipal Law 6 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members, now therefore be it

Resolved that the Board of Trustees of The Community Library voted and approved to exceed the tax levy limit for 2020 by at least the sixty percent of the board of trustees as required by state law on March 14, 2019.

Mr. Peters presented this motion, which was seconded by Mrs. Berard, and was unanimously approved .

Resolution to authorize payment in advance of audit

The following utility services and additional expenses are authorized for payment in advance of audit for the 2019 fiscal year:

- * NYSEG-heating gas*
- * National Grid-electricity delivery*
- * Constellation NewEnergy-electricity supply*
- * Village of Cobleskill-water/sewer*
- * Verizon-phone service*
- * Midtel-local exchange phone service*
- * Postage & freight costs*

** Director's Account costs*

** Petty cash*

These expenses may be paid as readily as circumstances require, but must be audited as soon as possible after payment and included on the next Summary of Claims as prepaid amounts.

This motion was presented by Mr. Peters, seconded by Mrs. Berard, and unanimously approved .

Resolution acknowledging payments not requiring audit

Payments not requiring audit are approved prior to payment through contractual commitments, statutory requirements, required obligations, budget adoption, or other authorization processes. Included in these types of payments are:

** Fixed salaries of officers or employees*

** Principal or interest payments on debt*

** Payments made pursuant to a court order*

** Amounts due upon lawful contracts for period exceeding one year*

** Retirement contributions by employers as billed by the State Comptroller*

These payments are not included in the Summary of Claims

Mr. Peters made the motion, seconded by Mrs. Berard, and was unanimously approved .

Mr. Peters made a motion, seconded by Mrs. Berard, and unanimously approved to transfer \$60,000 from the operation fund to the Keybank Renovation account if this doesn't exceed FDIC guidelines.

Mr. Peters presented the committee's 2020 proposed budget. The motion was unanimously approved with a tax levy of \$266,824 which represents an increase of 1.14%.

Policy:

Mrs. Sand presented two suggested policies from the committee.

The internal fiscal policy regarding investments was approved unanimously after discussion.

The second policy, a personnel policy, outlined the employees' eligibility for paid time off. After details were explained by Mr. Hedges, the trustees passed the policy unanimously.

The policy committee will meet March 25 at 1:00 p.m.

Building:

The committee will meet March 21 at 1:00 p.m.

The committee is discussing the location of the Historical Society Room as well as locations for staff.

New Business:

The NYS Education Annual Report for Libraries is being prepared and will be presented at the April meeting.

Important Dates:

Battle of the Books - March 30 at 9:15 a.m. at Golding Middle School

Next regular board meeting - April 11 at 1:00 p.m.

MVLS annual meeting May 8 at Riverstone Manor, Glenville

Adjournment:

Mrs. Neary made a motion, seconded by Mr. Peters, and unanimously approved to adjourn at 2:44 p.m.

Submitted by Virginia Downs