

The Community Library  
Board of Trustees Meeting  
July 11, 2019

Call to Order:

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

Mrs. Neary, chair of the Board Development Committee, presented the committee's proposed slate of officers for 2019-2020.

President -Ken Hotopp

Vice-President - Fred Barnes

Financial Officer - Jerry Peters

Secretary - Ginny Downs

Historian - Harriet Berard

The trustees voted unanimously to accept this slate of officers.

Minutes:

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

Director's Report:

Mr. Hedges announced that Mr. Robert Fisk has been offered a provisional appointment as library assistant.

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. Neary, and was unanimously approved to pay the bills.

Next, Mr. Peters announced that he had two additional bills from Butler, Roland, & Mays which will be paid from the renovation account. The first bill of \$320.25 is the final payment for the creation of the Master Renovation Plan. Mr. Peters made a motion, seconded by Ms. Walter, and was unanimously approved. The second bill of \$7500 is the fee for the first two stages of the renovation. Mr. Peters made a motion, seconded by Mrs. Neary, and was unanimously approved to pay this bill.

Committee Reports:

Finance:

Ms. Carpenter stated that \$60,000 from the renovation account had been invested in a CD at Trustco Bank for a nine month period at 1.98% interest rate.

Facilities:

Mr. Hedges explained that the problem with the drain pipe in the basement has been resolved.

Personnel:

Ms. Carpenter announced that the committee will meet July 12.

Policy:

Ms. Carpenter presented the revised Confidentiality Policy. The trustees voted unanimously to accept this policy.

Next, Ms. Carpenter presented the Memorandum of Understanding Between The Friends of the Community Library and The Community Library. After a brief discussion, the memorandum was unanimously approved.

The next meeting of the Policy Committee is July 29 at 1:00.

**Board Development:**

Mrs. Neary presented each trustee with a copy of the amended bylaws and they were approved unanimously.

Mrs. Neary asked each trustee to complete the board survey by the next meeting.

Mrs. Neary asked the trustees to review the committee memberships and notify her of any changes.

**Building:**

Mr. Peters indicated that the meeting with Mr. Mays had finalized details of the first phase of renovation. Items for the second phase were discussed.

**Unfinished Business:**

Notarized oaths for new trustees are due at the August meeting. At that time, all trustees need to sign a conflict of interest declaration .

**New Business:**

Mr. Peters made a motion to adopt Mr. Mays' Master Planning Report as a long-term building plan. This was seconded by Ms. Carpenter and unanimously approved .

**Important Dates:**

Next regular board meeting - 8/8/19 at 1:00 p.m.

**Adjournment:**

Mr. Peters made a motion, seconded by Mrs. Ashworth, and was unanimously approved to adjourn at 2:00 p.m.

Submitted by Virginia Downs