

HAY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
August 2nd, 2018
Minutes

Present: Laura Oram, Peggy Kelly, Sharon Dyckes, Richard Probert, Christine Eggleston, Stephanie Elliott

Absent: Amy Scanlin, Darsi Reardon

Staff: Katie Riordan

Guest: Barb Kirk

- I. Christine Eggleston called the meeting to order at 5:07 pm.
- II. Motion by Peggy Kelly to approve the agenda as presented seconded by Sharon Dyckes, unanimously passed and carried.
- III. Christine called for any correspondence over the past month. There was none at this time.
- IV. The treasurer's report was tabled for discussion until new business.
- V. Manager's Report – Katie shared that both she and Christine when to a library space planning workshop in Tupper Lake. The workshop didn't necessarily focus on rural-area libraries, but it did provide outside-the-box concepts for where libraries are headed in the future.

The second Sackets Under Stars program did very well. We had approximately 300 people in attendance.

The Board and Katie also debriefed on the Can-Am festival as there was issues with placement, mislabeling on the map, and a difficult time slot (coincided with the Soapbox races). Katie will touch base with the planning committee for next year's event to hopefully find a better solution for next year's performance.

The total profits for the book/bake sale were \$460.00 with \$215.00 made during the book sale and \$245.00 made during bake sale.

VI. New Business

- A. Committee Development – Christine suggested that the board should work on create committees that will tackle different tasks for the library rather than having meetings of the whole. Committee ideas included Building, Budget/Finance, and Fundraising & Development (Events). Christine will follow up with an email.
- B. Audit & Financial Review – The Library's books are in transition. Stephanie made a motion for the library to pay for a Quickbooks class for Amy, seconded by Richard, unanimously passed and carried.

Peggy is going to set up a time to go over the 2018 Quickbook records with Amy and straighten them up for before beginning a transition over to a new order of accounts. The board agreed it would be fine to ask Theresa Male to help organize the new account as long as Katie is not involved in the process in any way. The board also agreed that a quarterly profit and loss statement would be necessary for the board to review.

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Sharon made a motion to pay this month's bills, seconded by Peggy Kelly, unanimously passed and carried.

- C. JAB Agreement – Stephanie made a motion that the board has reviewed and accepted the terms of the new JAB agreement, seconded by Richard Probert, unanimously passed and carried.
- D. Village Volunteer Recruitment Event – This event is currently ongoing and Katie will update once the event is over with.
- E. County Funding – Christine made a motion to ask for a 3% increase in county funding, seconded by Stephanie Elliott, unanimously passed and carried.
- F. Volunteer Policy – Katie will work on developing a policy for the board to review and adopt in regards to volunteers helping at the library, including a training policy as well as job descriptions.

VII. Old Business

- A. Association Memberships – Current total raised through association memberships is at \$3,000 with 51 memberships. The board noted that people do not understand what our governance system truly looks like or understands the purpose of the association. One suggestion is to have an ordered campaign for how we recruit members. Katie can send a PDF to be sent out in the village-wide email.

In the end, there is a need to communicate the vitality of the library. We offer free services to the community. There should be measurable goals to meet when it comes to membership. Richard suggested talking to Watertown Daily Times on doing an article on the vitality of small community libraries. The board also suggested sending monthly reports to the municipalities.

Barb noted that in this year's bulk mailing, the community report was sent out with more details about all our efforts and programming and was very well received. She suggested that it could be a board duty to secure one new member a year.

- B. Stephanie made a motion to update the Wifi system to request a patron's library card number and pin to access WiFi beginning on September 4th, seconded by Peggy Kelly, unanimously passed and carried.
- C. Board Training- Christine would like the board to begin thinking about an orientation in September. She will set up an online poll with possible dates and times for all to review.

VIII. Motion by Richard Probert, seconded by Stephanie Elliott to adjourn the meeting at 6:34 pm, Unanimously passed and carried.

IX. The next HML Board meeting will August 16th, at 5:00 pm.