

**HAY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
January 17, 2019
Minutes**

Present: Laura Oram, Richard Probert, Christine Eggleston, Darsi Reardon, Amy Scanlin, Barb Kirk, Stephanie Elliott, Sharon Dyckes,

Absent: Peggy Kelly

Staff: Katie Riordan, Jen Van Ness

Guest:

- I. Christine Eggleston called the meeting to order at 5:38 pm.
- II. Motion by Amy Scanlin to accept the November minutes as presented seconded by Sharon Dyckes, unanimously passed and carried.
- III. Christine called for any correspondence over the past month. Katie reported that we have been receiving donations in memory of Shirley Lloyd. She does not have the total amount at this time.
- IV. Treasurer's Report – A motion by Stephanie Elliott to accept the bills, seconded by Sharon Dyckes, unanimously passed and carried.
- V. Manager's Report – Katie sent the report out via email. The board had no questions at this time. There has been two training sessions with the volunteers and they went well. Katie
- VI. Programs and Events Report- Nothing to report at this time
- VII. Committee Reports

Governance: The board shared ideas for possible mission statements. The drafts were collected and will be further developed in the future. Katie and Christine are working on a new policy for book donation to limit the amount of books coming in. The records retention policy proposal was sent out via email. The board was asked to read it over before the special meeting on January 29th @ 6:30 pm.

Budget & Finance: Amy and Katie went to the annual report training. The numbers match up and are being plugged into the annual report now. The tax-cap report was filed for this year. In addition the past reports from 2015 to present were also filed.

Fundraising & Development: Richard would like to get his committee together soon to discuss running a modest annual campaign sometime during the summer. Richard will email to decide on a meeting time.

Building & Grounds: Sev-Pro Cleaning came in to the library the only mold they say was on a metal door that just needs to be wiped down. They said it would still be beneficial to have an air quality test. Brad Arthur would come in Monday morning to do the test. All the library would have to do is pay for the lab testing. A motion made my Laura Oram to authorize a payment of the fees for the air quality lab tests up to \$250, seconded by Richard Probert, unanimously passed and carried. There have been thoughts about

**HAY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
January 17, 2019
Minutes**

renting out the basement as an office space. However, it does raise some security concerns.

Events: Nothing at this time

Personnel Committee- Nothing at this time.

VIII. New Business

- A. Bed Tax Application- Katie reported that she is finishing the applications for the bed tax. The money received will go toward the merry go round and the copyrights for Sackets under the Stars.
- B. Quilt Show- Christine asked the board if they would be willing to take on the quilt show as a library organization. The seaway trail will be no longer doing it. The Quilt show is in October. Christine will report back to the board with further details.

X. Upcoming Activities Report

- A. Valentine's Day Basket - A raffle basket has been made. It will be traveling to different events, the drawing will take place at the Winter Concert
- B. February Winter Concert Co Host - We will be co-hosting a winter concert. We will be sure to bring organizational literature along with the Valentine's Day basket.
- C. March Pot of Gold Raffle - This is a tradition raffle that is sent out to the library's mailing list.
- D. April Poetry Reading - Briggs McAndrews donated a \$1,000 to put on a poetry event. Instead of doing the poetry contest the board is thinking of a poetry reading event. Christine has talked with Briggs and he is okay with the change of program.

XI. Old Business

- A. NYCON Membership – Katie reported that she sat through a webinar for NYCON. You get literary resource, brief conversations, and a 30 minute call quarterly. After this further research the board determined this membership is not worth it financially.

XII. Motion by Stephanie Elliott, seconded by Darsi Reardon to adjourn the meeting at 6:30 pm, unanimously passed and carried.

XIII. The next HML Board meeting will February 21st at 5:30 pm