

**HAY MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
November 15th, 2018  
Minutes**

Present: Richard Probert, Christine Eggleston, Darsi Reardon, Amy Scanlin, Peggy Kelly, Stephanie Elliott

Absent: Laura Oram, Sharon Dyckes

Staff: Katie Riordan, Jen Van Ness

Guest: Max Delsignore

- I. Christine Eggleston called the meeting to order at 5:36 pm.
- II. Christine introduced our guest Max Delsignore, from the Northern NY Community foundation. The community foundation and Hay Memorial Library have a partnership. The Marietta Hay Fund is at 93,655.64. Max will email Christine more about our original agreement and what type of restriction is on the funds. Max also suggested applying for a small grant project with their youth philanthropy group.
- III. Motion by Amy Scanlin to accept the October minutes as presented seconded by Peggy Kelly, unanimously passed and carried.
- IV. Christine called for any correspondence over the past month. Katie reported that she receive an email from Todd Farrington about plowing and shoveling. The cost remains at \$40 per plowing and if the lot needed to be cleared it would cost \$100 per hour. Katie will ask him to shovel all the way up the emergency ramp. The library will rope off the front steps during the winter due to ice. Stephanie Elliot has a gift from the bank. Watertown Saving Bank wanted to reach out to their partners and give them a book about the WSB history.
- V. Treasurer's Report – A motion by Stephanie Elliott to accept the bills, seconded Peggy Kelly, unanimously passed and carried. A motion made by Stephanie Elliott to transfer 500 dollars into the managers account, seconded by Richard Probert, unanimously passed and carried.
- VI. Manager's Report – Katie sent it out via email. Since the email Katie returned for a NYLA Conference. She states that it was a good opportunity. She went to several different classes. Katie can send out the notes she took and received from the conference. Katie is also in talks with Cornell about wellness. They offer small grants and training for staff.
- VII. Programs and Events Report- Katie sent out via email. There has been an increase in children have been coming into the library from the PARP programing.
- VIII. Committee Reports

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Governance: Motion to create a standing membership committee made by Stephanie Elliott, seconded by Peggy Kelly, unanimously passed and carried. Tabled further discussion until the December meeting.

Budget & Finance: Will be discussed in new business.

Fundraising & Development: Richard and Katie met, he thinks that we need to start moving on our long range goal. The board needs to look at the mission statement because the current one is generic. Richard would like to set up a deadline for the long range plan. December will be a month of pre planning and the board will plan a long range plan meeting in the New Year.

Building & Grounds: Stephanie Elliott states that Matt L'huillier will be stopping into the library next week to get quotes on a dishwasher and to get his opinion on where the most cost effective place to have a break room.

Events: There was nothing to present at this time.

Personnel Committee- The board will further discuss in the executive session.

IX. New Business

- A. Proposed Increase in Ballot Funding Request- Motion to approve the proposed budget to send into USDA by December 1<sup>st</sup> made by Richard Probert, seconded by Peggy Kelly, unanimously passed and carried.

X. Old Business

- A. Bookkeeping Staff Position- A person has been hired, her name is Sue. Further discussion will happen in executive session.
- B. Whooville- Katie stated that we need to establish details and planning for the whooville weekend. Stephanie says that we could do what the bank is doing the first weekend of whooville. She would bring us the bubbles and the name tags. We would just need to get mini candy canes.

XI. Executive Session: In session at 7:15 pm, out of session at 7:36 pm

XII. Motion by Amy Scanlin, seconded by Richard Probert to adjourn the meeting at 7:36 pm, unanimously passed and carried.

XIII. The next HML Board meeting will December 20th @ 5:30 pm.