

**HAY MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
December 20<sup>th</sup>, 2018  
Minutes**

Present: Laura Oram, Richard Probert, Christine Eggleston, Darsi Reardon, Amy Scanlin, Barb Kirk

Absent: Stephanie Elliott, Sharon Dyckes, Peggy Kelly

Staff: Katie Riordan, Jen Van Ness

Guest:

- I. Christine Eggleston called the meeting to order at 5:46 pm.
- II. Motion by Richard Probert to accept the November minutes as presented seconded by Darsi Reardon, unanimously passed and carried.
- III. Christine called for any correspondence over the past month. Katie reported that we received a letter and a \$148.40 check from the United Presbyterian Church to put toward children programming.
- IV. Treasurer's Report – A motion by Laura Oram to accept the bills, seconded by Darsi Reardon, unanimously passed and carried.
- V. Manager's Report – Katie sent it out via email. The board had no questions at this time. Mark Walczyk came to visit the library and it went well. Katie is looking into improving and condensing the library's reference collection. Katie would like the help of the board to form a retention schedule for files, so that the files can get proper organized.
- VI. Programs and Events Report- Katie reported that Whooville went well and people liked the names tag activity.
- VII. Committee Reports

Governance: There will be a board training with Mark Pacillio in early January. Christine called for a vote of appointing Barb Kirk a board member for 6 months. The board voted yes unanimously.

Budget & Finance: The committee is working on a time table for ballot funding. Motion made by Laura Oram to increasing the school ballot by \$8,000, seconded by Richard Probert, unanimously passed and carried.

Fundraising & Development: Membership is decreasing and Richard thinks turning the membership into an annual fund will be beneficial. The committee will meet to discuss this further. Christine, Richard, and possibly Amy will set a meeting with Max Delsignore to talk more about the Endowment to see if we can pay down the mortgage and free up funds spent on the mortgage.

Building & Grounds: The baby changer has been ordered. Serve Pro is coming to check the basement for mold. Katie will send out the results.

Events: Laura Oram had nothing to present at this time.

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Personnel Committee- The committee has met and will further discuss in the executive session.

VIII. New Business

- A. NYCON Membership- The cost of being a member is \$120 a year. The reason for wanting to become a member is due to lack of resources we have access to when it comes to nonprofit questions and HR issues. More information will be sent to the board to look over. Tabled until January.
- B. Volunteer Training and desk coverage- The training is set for January 10<sup>th</sup>. Barb Kirk, Peggy Cleveland, and Daphne Sterling will be going to the training. Amy Scanlin is thinking about going.
- C. Home depot Grant- Katie was working on the grant, but it got closed early. They say they are going to open it back up in February.
- D. Bed Tax- Katie is preparing to apply for \$1,300 to go toward Merry-go-round, and Sackets Under the Stars.

X. Old Business

- A. Resolution to authorize change in payroll services to McWiz- Christine and Amy met with McWiz. McWiz is \$30 cheaper than PayChex. Mcwiz will take care of disability, but the library will be responsible for workers comp. Motion to change back to Mcwiz made by Laura Oram, seconded by Darsi Reardon, unanimously passed and carried.

XI. Executive Session: In session at 6:19 pm, out of session at 6:29 pm

XII. Motion by Darsi Reardon, seconded by Amy Scanlin to adjourn the meeting at 6:29 pm, unanimously passed and carried.

XIII. The next HML Board meeting will January 17<sup>th</sup> at 5:30 pm