

**HAY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
September 20th, 2018
Minutes**

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

Absent: Sharon Dyckes

Staff: Katie Riordan, Jen Van Ness

Guest: Barb Kirk

- I. Christine Eggleston called the meeting to order at 5:33 pm.
- II. Motion by Amy Scanlin to approve the August minutes as presented seconded by Darsi Reardon, unanimously passed and carried.
- III. Christine called for any correspondence over the past month. There was none at this time.
- IV. Treasurer's Report – Our expenses are higher than income, but that will be better next month. A motion by Peggy Kelly to accept the bills, seconded by Stephanie Elliott, unanimously passed and carried.
- V. Manager's Report – Katie has figured out the bullet aid, she needs to figure out the new project and send it in as soon as possible. Katie Talked with Masha Maxon, Whooville will be on Saturday, December 1st and 8th from 10 to 4. Laura Oram explains how difficult the event last year was with crowd control, she suggested we do something easier. Some examples were coloring bookmarks with library information on them, and crafting clothes pin max. The board said they would take responsibility for this programing if the library partakes in the events.
- VI. Programs and Events Report- the Haunted walk is on October 26th from 5-7pm. They would like to use the space and a volunteer to read a story. The board will see if they can organize this through email. The Sackets School contacted Katie and asked about holding summer school at the library. However, the hours are out of opening hours. Katie will ask if the school would be willing to pay to have a staff member here.
- VII. Association News and Membership: We are at 75 members currently. The reminder less was sent out today. Betsy Regan is willing to be the association treasurer.
- VIII. Committee Reports

Governance: Board training on Monday at 5:30 pm

Budget & Finance: The board needs to set up a meeting through email. The board needs to have the USDA sent in.

Fundraising & Development: Richard has an idea for a campaign to pay off the mortgage. He will write the case. His idea is asking for significant gifts from individual. This would be a capital campaign in the next year. The board finds this possible idea. The board will talk about this at a later time.

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Building & Grounds: Stephanie looked around the building to determine what needs to be done. She has made a list. So far, the sub pump was checked. Stephanie has talked with Matt L’huillier. He will fix the furnace. We have a bid from Mark Jessman to do the pressure washing and clean the gutters. Richard Probert made a motions to allow authorization for the job up to 1,675 dollars, seconded by Peggy Kelly, unanimously passed and carried. Another issue Stephanie see the downstairs has a lot of garbage. She asked Ben Riordan to go through the electronic stuff down stairs to see what was good still, or what was bad. Peggy Kelly made a motion to get a dumpster form Mark Jessman, seconded by Laura Oram, unanimously passed and carried. Dates will be emailed to set a work date. Stephanie said it would be a good idea to look into getting someone to take care of the mold down stairs. A quote from surfpro and one other business will be looked into.

Events: Laura Oram had nothing to present.

IX. New Business

- A. Form Personnel Committee – Christine and Stephanie will be on this Committee.
- B. Review Volunteer Policy, Book Donation Policy- The board read through the proposed policies. Motion to adopt the book donation policy as presented made by Stephanie Elliott, seconded by Amy Scanlin, unanimously passed and carried. Motion to adopt the volunteer policy as presented made by Stephanie Elliott, seconded by Peggy Kelly, unanimously passed and carried.
- C. NYLA Conference for Staff- Motion made by Richard Probert to send Katie to NYLA for up to 750 dollars and be paid partially back with a stipend, seconded by Laura Oram, unanimously passed and carried.
- D. Whooville Staffing Commitment- Discussed during Director’s report.
- E. Harassment Policy- Motion to adopt the harassment policy as presented made by Richard Probert, seconded by Laura Oram, unanimously passed and carried.
- F. Continuing Education- The board must have 3 credit hours of continued education and needs to comply with this by 2020.

X. Old Business

- A. Town Funding- Katie will email John Ladue to see when the budget meeting is.
- B. Pressure wash Building- Discussed during building and ground committee report.
- C. Service Contract for Printer- Katie received two quotes for printer servicing. Usherwood will have technical support, no charge for printing parts, and provide

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toner but is 40 dollars more expensive. ABS would provide toner and maintenance. A motion made by Stephanie Elliott to accept the Usherwood contract, seconded by Peggy Kelly, unanimously passed and carried.

- XI. Executive Session: In session at 6:38 pm, out of session at 6:48 pm Motion made by Laura Oram to increase the pay of Jen's pay to 13.00 an hour starting next pay period, seconded by Darsi Reardon, unanimously passed and carried.
- XII. Motion by Stephanie Elliott, seconded by Laura Oram to adjourn the meeting at 6:49 pm, unanimously passed and carried.
- XIII. The next HML Board meeting will October 18th at 5:30 pm.