

Edith B. Ford Memorial Library
Ovid, NY
Board of Trustees, Minutes of Meeting
DRAFT

Meeting Date: 20 July, 2017

A regular meeting of the Trustees of the Edith B. Ford Memorial Library was held at the library.

Present: Sally Eller, Jean Currie, Barbara Gerlach, Mark Jauquet, Honorine Rock, Mary Lou Schwartzberg, Shannon O'Connor

Excused: Chris Willson

Guests: Bruce Craft, Mary Ose

Call to order: President Eller called the meeting to order at 5:30pm. A quorum was present.

Approve Agenda: Motion by Currie to approve the amended agenda. Motion passed.

Approve Minutes: Motion by Schwartzberg to approve the minutes of 15 June, 2017. Motion passed.

Period for Public Expression: Mary Ose introduced herself as a potential board member.

Approval of Expenses: Motion by Gerlach to approve all expenses as presented/paid by the Treasurer. Motion passed. The internal audit of the financial records carried out by Gerlach was satisfactory.

Treasurer's Report: Jauquet noted that the financial records have been uploaded into Quickbooks. The Board should recommend what information they need in monthly reports so he can format new reports.

Directors' Report: In addition to her printed report, O'Connor noted this is the peak of summer activity. The summer rec program now includes lunch, afternoon activities, and transportation as a result of the extended school day. All the computers are in constant use. Hodde is redoing the web site. O'Connor will resend the Business Association list for renewals. Concerts in the park will be July 21, August 4, 18.

Committee Reports:

- ⤴ **Advocacy/Sustainability/Fundraising:** Assemblyman Palmesano had a successful morning at the library with the summer reading program and summer rec kids. Senator Helming's staff held office hours in the afternoon of June 29 (she was detained in Albany). A re-scheduled visit is planned for August 11.
- ⤴ **Building/Grounds/Equipment:** A new clock has been ordered; Craft had installed a new Exit sign in the community room; various ants have arrived due to the wet weather!
- ⤴ **Executive/Board Development:** Eller asked if we needed a retreat – the consensus was no.
- ⤴ **Building Expansion/Capital Campaign:** Currie noted the extremely generous anonymous angel donor who will match gifts (no state funds) up to \$1 million. There was some discussion about various ways to use this gift as a match. The campaign committee has held events generously hosted by Boundary Breaks and Sheldrake Point Wineries; there will be follow-up with guests at these events. The committee now has more formal

processes for solicitation and follow-up.

- ⤴ *Building Expansion/Steering:* Craft noted that all utilities to the old house have been removed/discontinued. He has notified the USPS about our project to remove the building. The timetable for demolition (Sessler), site work (Hayssen), trucking of debris (local company TBD), debris dumping (Seneca Meadows) is almost set. Soil from the project at the school will be transferred for use at the library. We need to develop a plan for crediting all this volunteer effort. All bills for the asbestos removal have been paid; we are owed a final report from Liu.
- ⤴ *Finance:* Motion by Jauquet that the Board authorizes Sally Eller, Jean Currie, Mary Lou Schwartzberg, and Mark Jauquet as signers for the Community Bank accounts. Motion passed.
- ⤴ *Personnel:* Schwartzberg recommended extending O'Connor's hours to 40/week to allow for increased work related to the Capital Campaign. Motion by Schwartzberg to increase the Director's hours from 30 to 40 a week at her regular hourly rate for the remainder of 2017. Motion passed.
- ⤴ *Nominating:* Currie noted that Lisa Brown had indicated an interest in serving on the Board. She and Schwartzberg will meet with her.

Announcements/Correspondence: None.

Unfinished Business:

- ⤴ Jauquet requested signatures of all Trustees on letters to Community Bank to cash in the Investment Accounts #21 01 2888 0 00 and #52 00 2888 00. The Board had previously approved the withdrawals and terminations of these accounts.

New Business:

- ⤴ Words & Wine dinner: Currie provided a plan and noted where help is needed.
- ⤴ Approval of new librarian: Motion by Gerlach to approve the appointment of Heather Dungey as Librarian. Motion passed.

Period for Public Expression: None

Adjourn: The meeting adjourned at 7:10pm

Next Meeting: 17 August, 2017

Approved _____
Date of approval _____ Jean Currie, Secretary

Unless otherwise noted, "motion passed" signifies a unanimous vote.