

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

Meeting Date: 19 October, 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, Mary Lou Schwartzberg, Chris Willson, Shannon O'Connor

Excused: Mark Jauquet, Honorine Rock

Guests: Lisa Brown, Bruce Craft

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 agenda as amended to add a report from the Steering Committee and an Executive Session for a personnel matter. Motion passed.

Approve Minutes: Motion by Schwartzberg to approve the minutes of 20 September, 2017. Motion passed.

Approval of Expenses: Motion by Currie to approve all expenses but two as presented/paid by the Treasurer. Motion passed. Two not approved will be resubmitted in November. The internal audit of the financial records was not carried out as the records are not yet going into the correct folder in Drive.

Treasurer's Report: Dues to Jauquet's absence, questions about the Treasurer's Report were held over until the next meeting.

Directors' Report: See O'Connor's written report. In addition, she noted that the after-school activities are very active and many teens are hanging around but are happy to be invited into the library. Donated health snacks are needed for all these activities.

Committee Reports:

- ⤴ *Advocacy/Sustainability/Fundraising:* Currie noted the attendance at the FLLS Annual Meeting and discussion with, a representative from Sen. Helming's office.
- ⤴ *Building/Grounds/Equipment:* O'Connor noted a renewed effort to fix the back door to tide it over until the new construction.
- ⤴ *Executive/Board Development:* Eller reported on the FLLS Annual Meeting and the value of the talk on the traits of trustees who transform libraries.
- ⤴ *Building Expansion/Capital Campaign:* Currie reported that the campaign has raised 78% of the goal of \$2.5m. The campaign is still talking with potential large donors but plans to take the campaign to the general public in November.
- ⤴ *Building Expansion/Steering:* Craft reported:
 - He is working with FLTG and NYSEG to coordinate the various services into the current and future building.
 - We agreed that a potential change to propane for heating means a tank will be obtained and buried near a new power pole so the utilities will come through the same trench.
 - He has agreed to be the Clerk of the Works for the construction project on a volunteer

basis.

- Willson reported that SWBR has almost completed the drawings.
- It is expected that a contract with the construction company Pike might be signed by early December.
- A recent discussion between staff, Board and SWBR resulted in a switch in the use of main floor rooms: the new “children’s room” will become a teen/youth area and the toddlers area will be in the current youth area.

⤴ *Finance:* No report.

⤴ *Personnel:* See New Business.

⤴ *Nominating:* Eller noted the need to fill two seats on the Board (#5 and #7 and potentially Seat #3.) Currie reported that Lisa Brown has agreed to come on the Board and that Willson and Schwartzberg have agreed to continue serving another term. Motion by Currie to appoint Brown to Seat #7 to complete the term of Roisen until December 2021. Motion passed.

Announcements/Correspondence:

- ⤴ Pumpkin Patch event on Oct. 22 which will raise funds for the Campaign and also be good PR for the library. Board members are asked to help at the library table.
- ⤴ Fall Festival on Oct. 28, 5-7pm. Help needed for traffic control.
- ⤴ Supervisors’ meeting Nov. 14, 6pm. Lots of library people needed for support for the library budget request.

Unfinished Business:

- ⤴ Association memberships: Both personal and business membership are being solicited now for 2018. Business memberships will be used for computer related activities.

New Business:

- ⤴ Historic Preservation application: The Board discussed a proposed resolution that the Board of the Ford Memorial Library will pursue the nomination of the library as a New York State and National Historic Building. Motion by Currie to move that the resolution of the Board to pursue the nomination of the library as a New York State and National Historic Building be approved. Motion passed.
- ⤴ Minimum Wage, NYS: Schwartzberg noted the NYS minimum wage will increase 31 Dec. 2017 - Lindstedt and the Teen Advocate are affected. We need to budget appropriately for 2018.
- ⤴ Family Leave Act 2018: There are changes in NYS that Schwartzberg will investigate further.
- ⤴ Seneca County Chamber of Commerce: The consensus of the Board was to not renew our membership – we do not receive enough benefit.
- ⤴ O’Connor Evaluation: Motion by Currie to go onto Executive Session to discuss a personnel issue. Motion passed. Motion by Currie to come out of Executive Session. Motion passed.

Period for Public Expression: None

Adjourn: The meeting adjourned at 6:55pm.

Next Meeting: 16 November, 2017 at 5:30pm

Approved _____
Date of approval _____ Jean Currie, Secretary

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