

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

Meeting Date: 16 November, 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, Mary Lou Schwartzberg, Shannon O'Connor

Excused: Honorine Rock, Chris Willson

Guest: 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. Motion passed.

Approve Minutes: Motion by Gerlach to approve the minutes of 21 October, 2017. Motion passed.

Approval of Expenses and Treasurer's Report: 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 the Internal Audit Committee was satisfactory.

Motion by Jauquet to submit a letter to the Community Bank to terminate the Irrevocable Trust with the proceeds to be used to expand the building. Motion passed.

Motion by Jauquet to invest the Anonymous Donor's payment of \$270,000 due in December to Fidelity per the Investment Policy. Motion passed.

Motion by Gerlach to increase the amount of petty cash available to \$100. Motion passed.

He noted that MacDonald stock gifted to the Capital Campaign was sold and put into the Fidelity fund as cash. Jauquet also provided a report on the Investment Accounts showing allocation and performance.

Directors' Report: O'Connor noted the following in addition to her written report:

- Abbey and Hodde are working on consistency in library branding.
- There are lots of kids coming after school with lots to do and large appetites for the snacks.
- She noted a problem with sales tax on small purchases by staff due to difficulties in getting vendors to deal with tax exemption. The Board agreed that this should be reimbursed along with the purchase reimbursement.

Committee Reports:

✧ *Advocacy/Sustainability/Fundraising:* No report.

✧ *Building/Grounds/Equipment:* No report.

✧ *Executive/Board Development:* Currie had provided a written report on the recent NYLA Conference which had very useful programs for library trustees.

✧ *Building Expansion/Capital Campaign:* Currie noted that the general public campaign is underway with letters to several hundred recipients. The campaign has reached 80% of its goal.

✧ *Building Expansion/Steering:* Eller noted the following:

- Eller, O'Connor, SWBR and Pike had a conversation to clarify some issues of the construction.
- SWBR & Pike will attempt to keep the building costs to \$1.9 million but the proposed site design (patios, landscaping etc.) is expensive and cannot be done for this cost. We suggested doing a "plain" site design for the meantime and plan the more complex version for later.
- Pike want names of potential subcontractors.
- SWBR will see if they can design an exterior emergency stairwell to both deal with a light issue due to reduced windows in the existing building and to reduce costs.
- Pike will provide a new GMP based on revised plans.
- There is a question of whether there is asbestos in the existing roof – a test bore is require and how that is repaired is dependent on finding the original information about the roofing contract.
- This committee needs to review and clarify all potential costs.

✧ *Finance:* Reports of Finance Committee meetings had been provided to the Board.

✧ *Personnel:* Motion by Schwartzberg to fund the HRA for staff as budgeted at \$6,300 for 2018 and to not roll over any remaining funds from 2017. Motion passed.

She noted that a health navigator will meet with staff on 13 December to review health insurance.

Paid Family Leave will begin January 1, 2018 and will be phased in over four years. It will be paid within our Disability Insurance and is included in the budget.

✧ *Nominating:* Currie reported on the proposed slate of officers for 2018:

- President: Eller
- Vice President: Schwartzberg
- Secretary: Currie
- Treasurer; Jauquet

One potential board member was interested but could not make Thursday meetings. The Board decided to not change the current meeting date and time.

Announcements/Correspondence:

- Buffalo Street Book Fair is December 9.
- The Annual Meeting will be January 18 and reports are needed from committee chairs.

Unfinished Business: None.

New Business:

- Tax Override: Motion by Currie to approve the following resolution:
Resolved that, pursuant to General Municipal Law 3-c(5), the Board of Trustees of the Edith B. Ford Memorial Library, Ovid, NY overrides, for the 2018 fiscal year, the tax levy limit imposed by Municipal Law 3-c(3). Motion passed with the following votes: 6 for and 2 absent.
- Budget for 2018: Jauquet presented a proposed budget for 2018. The Finance Committee had

reviewed several drafts and recommended passage of Draft #3. Motion by Brown to approve Draft #3 of the Budget for 2018. Motion passed.

- School Tax Levies: The library will request an additional \$5,000 from SCCSD and \$2,000 from the RSD.
- Library Closed Dates: Motion by Currie to approve the library closed dates for 2018. Motion passed.
- Investment Policy: Motion by Jauquet to approve the Investment Policy with no changes. Motion passed.

Period for Public Expression: None

Adjourn: The meeting adjourned at 7pm.

Next Meeting: December 14, 2017 at 5:30pm.

Approved _____
Date of approval Jean Currie, Secretary

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