

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

Meeting Date: 21 June, 2018

A regular meeting of the Trustees of the Edith B. Ford Memorial Library was held at the Ovid Fire House.

Present: Sally Eller, Lisa Brown, Jean Currie, Barbara Gerlach, Kathy Hudson, Mark Jauquet, Mary Lou Schwartzberg, Chris Willson, Shannon O'Connor

Excused: Honorine Rock,

Guest: Bruce Craft

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

Approve Agenda: Motion by Willson to approve the agenda. Motion passed.

Approve Minutes: Motion by Schwartzberg to approve the minutes of 17 May, 2018 with a correction to those in attendance. Motion passed.

Approval of Expenses and Treasurer's Report: Motion by Currie 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.

Jauquet also noted:

- Jauquet or Gerlach need to contact FLCU any time more than \$5,000 is transferred.
- An invoice recently received from Pike for \$87,000 matches the first state construction grant work.
- All construction payments are indicated on the monthly Capital Campaign Fundraising document.

Directors' Report: O'Connor submitted a written report and noted in addition:

- The library was well represented at the Strawberry Festival.
- The Community Read was in partnership with Cooperative Extension of Seneca County, and the SSCSD and RCSD.
- Ford Library is also partnering with the Trumansburg Community Read.
- Ford Library is planning to collaborate with the Ovid Historical Society to open their Museum at the same time as the archivist is available at the Three Bears.
- The library received a grant to host the Merry Go Round Theater on August 11.

Committee Reports:

⤴ *Advocacy/Sustainability/Fundraising:* Words and Wine will be 24 August, probably at Boundary Breaks. Items for the silent auction should go to Willson.

⤴ *Building/Grounds/Equipment:*

- Jim Rappleyea did some mowing at the library.
- The current library is now too hot. Craft is investigating various options, most of which are not viable. Removing the heat is needed, not just moving it around. An exhaust fan

- in the back wall is a possibility, but if it becomes too bad, the library should close.
 - Pike is concerned about getting the furnaces installed by October in order to do the interior work over the winter.
- ⤴ *Executive/Board Development:*
 - Eller had provided useful power points on long range planning.
- ⤴ *Building Expansion/Capital Campaign:*
 - The Angel Donor has sent the total pledge of \$1M.
 - Letters have been sent after the Ford Mansion event.
- ⤴ *Building Expansion/Steering:*
 - Construction is well underway and on time.
 - There was a change order for flooring - less cost and lower maintenance.
 - Proposed stair railings to match original railings were too expensive and difficult to obtain, so the proposal for painted metal railings by SWBR was accepted.
 - A veterans' association may take the existing elevator, but if that does not work, Pike may know of a suitable place. Otherwise, it will go into construction debris.
 - Retaining wall railings will go into debris.
 - Sessler will cover the windows and protect the stained glass windows.
 - NYSEG is still not available .
- ⤴ *Finance: Tribute plaques.*
 - The Dave Terry plaque is now at the Golden Buck. Currie will change out others there.
 - The plaques started as a fund raiser with the 2007 capital campaign and were \$1,500 each. Wilkinson has suggested 3-4 more names, especially women and from Romulus.
 - Jauquet, Gerlach, Schwartzberg and Wilkinson agreed to be a Tribute Committee. The committee should develop a policy for Tributes including where they should be displayed (Golden Buck, Community Room, banks?) and the Board should approve them.
 - There was discussion about how to account for monies for the "Extended Campaign". Jauquet will develop a new document similar to the Capital Campaign Funding document. It will include the next State Construction grant and the John Ben Snow grant recently received.
- ⤴ *Personnel:* No report.
- ⤴ *Technology:* A committee is forming and will develop a plan and policies. Hodde is doing a great job with library technology.
- ⤴ *Nominating:* A potential board member will attend the July meeting.
- ⤴ *Ad hoc Long Range Planning:* The first meeting of this committee will meet June 25 at the Fire House.

Announcements/Correspondence:

- Shel Drake Event, 22 June: The library had a table by the SILO truck.

Unfinished Business:

- The National Historical Preservation designation was received 25 May, 2018. We need to investigate the appropriate plaque.

- Policy Reviews:
 - Public Access to Records (FOIL): Tabled for further review of a draft.
 - Trustee Ethics: Tabled in order to make a date correction.
 - Trustee Orientation/Continuing Education: Executive Committee reviewed and approved with the updating of the Trustee handbook link.

New Business:

- Acceptance of Grants:
 - Helming Bullet Aid: *Motion by Currie to accept the Bullet Aid of \$7,500 and deposit it in the Capital Campaign. Motion passed.*
 - John Ben Snow Foundation: *Motion by Currie to accept the grant of \$10,000 and deposit it in the Extended Campaign for use in the Youth Room. Motion passed.*
 - Devan Foundation: *Motion by Gerlach to accept the grant of \$6,500 to be used for programming. Motion passed.*
 - Snyder Donation: *Motion by Gerlach to send a note of thanks to the Snyder family and tell them it will be used for the Capital Campaign. Motion passed.*

Period for Public Expression: None

Adjourn: The meeting was adjourned at 6:50pm.

Next Meeting: 19 July, 2018 at the Ovid Fire House.

Approved _____
Date of approval Jean Currie, Secretary

Unless otherwise noted, “motion passed” signifies a unanimous vote.