

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

**Meeting Date:** 11 October, 2018

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

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

**Excused:** Honorine Rock

**Guests:** Bruce Craft, Katie Foley

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

**Approve Minutes:** *Motion by Brown to approve the minutes of 13 September, 2018. 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. Jauquet noted that Abbey is now doing all QuickBooks work. He will work with her to create the Treasurer's report and will provide oversight as needed in 2019. He proposed phasing out the use of FLFCU and Community Bank and moving to using Five Star Bank.

**Directors' Report:** O'Connor provided a written report. In addition she noted:

- As the library was open only half the time in the last month, statistics are also halved.
- The kids are coming in after school again.
- BLAST, which replaces the LIFT program, has a different focus by going into the schools and involving several local organizations (Three Bears, Ovid & Romulus Historical Societies, and Seneca County Historian Walt Gable).

**Committee Reports:**

**Advocacy/Sustainability/Fundraising:** None. This will become the Development Committee.

**Building/Grounds/Equipment:** Craft provided a written report on the construction project. The project is on target and on time. Major issues noted:

- Problems with air quality improved as fans were installed.
- Heat will be available soon with the new furnaces.
- Problems with NYSEG seem to be improving!
- Much basic outside work (patios, exterior grading, paving etc.) is likely to be done by the end of the month.
- The building will likely be enclosed in time for winter interior work.
- O'Connor offered a proposal from Finger Lakes Woodcraft to provide millwork (shelving & circulation desk) at an estimated cost of \$17,000. Final costs will be based on accurate measurements over the winter. *Motion by Hudson to approve going ahead with FLW pending a final quote for the millwork for the Youth Room. Motion passed.*

**Capital Campaign:** The total goal has been exceeded but we have not met the goal for local donations. Still need about \$180,000 in this category.

*Executive/Board Development:* The revised edition of the Trustee Handbook is now available. Eller reminded the Board of the upcoming Retreat on 16 October, 2018 at the Willard Church. Suzanne Jablonski from the Tompkins County Public Library Foundation will lead a workshop on lessons to be learned from the TCPL campaigns.

*Finance:* Jauquet will have the various finance related policies and procedures consolidated into one handbook by November.

*Development:* Foley led a discussion on the timing of a celebration re meeting the capital campaign goal. The committee also needs to plan the next campaign for the exterior work. In the coming weeks, targeted letters will go out to current and potential Association members.

*Personnel:* Schwartzberg reminded the Board to provide O'Connor's evaluations.

*Nominating:* The committee needs to identify officers for 2019 and two more potential board members. The Treasurer does not need to be the Chair of the Finance Committee.

*Technology:* None.

*Ad hoc Building Expansion/Steering:* None

*Ad hoc Long Range Planning:* Currie noted there would be some discussion of long range planning at the upcoming Retreat.

### **Announcements/Correspondence:**

*Supervisors' Meeting Ovid, 6 October.* Many library supporters attended.

*FLLS Annual Meeting:* Several Board members are attending 12 October.

*Murder Mystery Fundraising Event:* Planning well in hand for 13 October.

*Fall Festival:* Need volunteers for 27 October.

### **Unfinished Business:**

*2019 Budget:* There were some suggestions for revising draft budget #2: We agreed to discontinue charging fines, to table until November the disposition of the 2017 surplus, and for the Development Committee to develop a gift table for Association income. The budget will be voted on in November.

### **New Business:**

*John Ben Snow grant:* Motion by Currie to accept the \$10,000 grant with thanks and for use in the new Youth Room. Motion passed.

*SCRLC Digitization grant:* Motion by Currie to accept the grant to digitize the Ovid Gazette for 1983-1995. Motion passed.

*Tax Override:* Motion by Currie to approve the resolution to override for the 2019 fiscal year, the tax levy limit imposed by Municipal Law 3-c(3). Motion passed unanimously by all those present.

*Sexual Harassment Policy:* Motion by Brown to accept the model policy as provided by New York State. Motion passed. There will be training on the policy in December.

**Period for Public Expression:** None.

**Adjourn:** The meeting adjourned at 7pm.

**Next Meeting:** 8 November, 5:30pm at the Ovid Fire Hall.

Approved \_\_\_\_\_  
Date of approval \_\_\_\_\_ Jean Currie, Secretary

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