

## Trustee Meeting Minutes January 14, 2019

- Present: Clara Warren, Janet Moller, Erin Begel, Cheryl Warren, Joanne Vaillancourt, Bridget Whalen-Nevin. Judy Taylor via FaceTime. Absent Judy VanArnam and Margaret Whalen.
- Meeting called to order by Erin Begel 6:28 p.m.
- Public Comments: Carolyn Noble, Joanne Vaillancourt, Cheryl Warren and Marvenia Graham officially requested to join the Board of Trustees. Janet made the motion to accept their application and 2<sup>nd</sup> by Clara. All in favor.
- Approval of minutes of 11/5/18 after the Trustee names are corrected. Director will fix the document.
- Treasurer's Report, attached. Motion to accept made by Janet, 2<sup>nd</sup> by Joanne. All in favor.
- Director's Report, attached.
  - Construction punch list. Director asks that Trustees inspect the progress and add to the list as needed.
  - Regent Beverly Ouderkirk will purchase one of the leather chairs for the addition. Director will pick out the leather and order the chairs from Morrison's Furniture in Watertown tomorrow after her class at NCLS.
  - Entryway doormat service will begin Wednesday, January 16.
  - Clara will call the DPW to inquire about the disposal of the gas tank and the placement of the entryway windbreak.
  - Old furniture to be replaced will be offered to other libraries. If no library is interested Carolyn will place them for sale online. If there are no takers they can be placed on the curb with a free sign.
  - The corkboard will need to be special ordered due to its required sizes. This is very expensive. The Director recommends purchasing cork and molding and having a volunteer build them.
  - Senator Ritchie \$2,000 Special Legislative Grant will be deposited this week. This sum is earmarked for upgrading the lighting in the children's room to LED.
- A motion was made by Carolyn, 2<sup>nd</sup> by Clara that the library allot \$100 for annual subscriptions to children's and YA magazines. Director will report at the next meeting her chosen titles.
- Judy T. will follow up with Whalen, Davey and Looney, CPA on our proposed financial audit.
- Lengthy discussion on the addition of hiring a 2<sup>nd</sup> person to work in the library. Carolyn motioned to have a second person in the library from June 1<sup>st</sup> through Labor Day for 20 hours per week at a cost of no more than \$14/hr. Joanne 2<sup>nd</sup>. All in favor.
- Erin mentioned the many Trustee courses available online and onsite with NCLS. She has registered for a webinar next week. These educational opportunities are free and beneficial.
- Next meeting will be March 11<sup>th</sup> at 6:30 p.m.
- Motion to adjourn at 8:24 p.m. made by Carolyn, 2<sup>nd</sup> by Janet. All in favor.

Respectfully submitted,

Janet Moller

Acting Secretary