

Trustee Meeting Minutes May 13, 2019

Present: Clara Warren, Cheryl Warren, Judy VanArnam, Marvenia Graham, Bridget Whalen and Joanne Vaillancourt

Absent Caroline Noble, Erin Begel

Meeting called to order by Clara Warren at 6:37

Public comments: None

Approval of minutes of 03/11/2019 Motion to accept made by Judy, 2nd by Joanne. All in favor.

Approval of the special meeting minutes of 04/29/2019 Motion to accept by Clara, 2nd by Cheryl. All in favor.

Treasurer's Report reviewed:

- Motion to accept made by Clara, 2nd by Judy. All in favor.
Denise will be the hired treasurer. *The trustee board also needs a treasurer. Agreed to table this subject until next month. Temporarily filled by Clara Warren.*
- Best of practice suggests that the treasurer reviews the expenses before the checks are signed. Motion to start to meet monthly on the second Monday of every month at 6:30pm. Motion by Joanne; 2nd by Judy. All in favor. Next meeting will be on Monday June 10th at 6:30pm.
- Decision to pay Denise Barse via a 1099. Motion by Judy; 2nd by Joanne. All in favor.
further discussion: Cheryl will call Whalen Davey & Looney to find out if a 1099 is appropriate.

Director's Report reviewed:

- Don't forget to vote on May 21; the library is on the ballot.
- NCLS letter of agency – This allows NCLS to write the E-rate grant request. - motion by Joanne; 2nd by Joanne. All in favor.
- Northern Copy Service Contract – Discussion regarding the need of a service contract. Decision is that it is not required. Motion made by Judy, 2nd by Joanne. All in favor.
- Director Training – Excel training – total of \$128 for two courses which will take place on June 10 and 11. Motion to accept, 2nd by Marvenia. All in favor.
- Liability insurance, also known as Director's insurance – Bridget is looking to get a quote from Lynette Thompson. This insurance is recommended by NCLS.
Cheryl will call Susan Mitchell, Director of NCLS (315-755-0659, ext 222) to find out more information on this insurance. All agree to table this subject to the next meeting.
- Discussion regarding the Library Showcase Showdown. Bridget is inviting the trustees to join her at this event on Tuesday June 18 at 10 am.
- WIFI Hotspots – Recently the Norwood and Potsdam libraries have added these as a service and loan them out. Bridget has verified and these are a huge success and allow the libraries to stay current with what the population needs. Something to think about and to be added to next month's agenda for further discussion.

- Construction: Spray foaming of the crawl space is required. David VanArnam is willing to subcontract Danny Poliak for this. Decision made to proceed with this work. Motion made by Marvenia and 2nd by Joanne. All in favor.
- Outside message center placement. Clara suggested that we request the village to install it, and Joanne suggested to install it closer to the road. Clara motioned, 2nd by Judy. All in favor.
- Terry Hofferberger – he has not called back to discuss the stone pillars. Clara suggested calling Ken Lepine. Bridget will follow up.
- Diaper Changing station: Joanne will investigate if one can be received as a donation. Judy suggested that the window bench could be used as well.

Old business:

- Audit: Recommendation from John Parcell, CPA:
options:
 - 1) Full audit: ~\$5,000
 - 2) Review: ~\$2,500 to \$3,000
 - 3) Compilation: ~\$1,250
 - 4) Quarterly to review procedures ~\$500 / quarter. *** This is what the CPA suggests ***
 Decision to move forward with option 2 – Review for \$2,500 to \$3,000. Joanne motioned, 2nd by Cheryl. All in favor.
- Accept Judy Taylor’s resignation. Motion by Clara, 2nd by Judy. All in favor.
- Flowers for outside – not to exceed \$100 – Motion by Judy, 2nd by Marvenia.
- Old bookcases and one rug - Decision to put them for sale at the book sale August 3rd. Judy motion, 2nd by Joanne. All in favor.
- ABC Rug – donate to the pre-K schoolroom. Judy motion, 2nd by Joanne. All in favor.
- Reviewed list of tasks by the Town of Morristown.
- Set up time for Sexual harassment – October is the deadline. This is 2 20-minute videos.

New business:

- Janet ‘s resignation. Judy motion, 2nd by Clara. All in favor.
- Policies:
 - **Fines and Fees** – need to have a policy that allows employees to forgive fines and fees.
 - **Meeting / Training Room** – need a policy on allowing people to use the training room, such as the Morristown Gateway Museum. Example of an existing policy:
<https://www.crandalllibrary.org/library-services/meeting-rooms/>

Cheryl and Marvenia to work together and to present at the next meeting.
- Carpet cleaning: agree to do this after the construction is complete. Judy motions to proceed, 2nd by Joanne. All in favor.
- 8) Announcements
- Non-smoking signs must be posted by June 19th. To be reviewed at the next meeting on June 10th.
- 9) Meeting adjourned – 8:54 pm.