

The Community Library
Board of Trustees Meeting
December 12, 2019

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 12:58 p.m.

Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Jerry Peters, John Scott, Julia Walter, Kim Zimmer. Excused: Fred Barnes, Dee Neary, Janet Sand.

Additional Agenda Items:

Ms. Zimmer explained that she had been contacted by Universal Associates questioning if the library would like an ad in "the map of businesses" being compiled in the county to promote tourism. After discussion, the trustees suggested to Ms. Zimmer to continue pursuing this endeavor.

Minutes:

Ms. Carpenter made a motion, seconded by Mr. Scott, and was unanimously approved to accept the minutes of November 2019.

Communications:

Ms. Zimmer explained that she had received notification that the IRS 990 form had been filed late, but was actually on time according to the bookkeeper. The issue continues to be investigated.

New Look Landscaping notified Ms. Zimmer that the rate will increase \$20 to \$470 a month in 2020. Ms. Zimmer will contact the service for clarification pertaining to questions about snow removal coverage.

TBS has also indicated a 3% increase for 2020. The annual cost will be \$3320. Mr. Peters made a motion, seconded by Mrs. Downs, and was unanimously approved to pay this increase. Ms. Zimmer is scheduling a meeting with TBS to familiarize herself with the air/heating issues of the building.

Another increase in costs for 2020 is Casella which will be \$160.02 per month for garbage.

Director's Report:

Ms. Zimmer would like to write a grant from MVLS for local advocacy. She will contact the Board Development Committee to help with the application which is due by January 1. This would be used to purchase magnets and other promotional items.

Ms. Zimmer is taking care of the paperwork to NYS Tax form exemption status.

Ms. Zimmer expressed concern about a crack in the upstairs wall. Mr. Hotopp indicated it has been there for years, but Mrs. Ashworth will view it with Ms. Zimmer to decide if a contractor should be consulted.

Ms. Zimmer would like to schedule the repair of a transducer with TBS. Mr. Peters made a motion, seconded by Ms. Walter, and was unanimously approved to schedule this repair.

Ms. Zimmer will contact Professional Fire Protection to schedule the necessary inspection.

Ms. Zimmer proposed to the trustees purchasing new cases for the DVD collection. Ms. Carpenter made a motion, seconded by Mrs. Berard, and was unanimously approved to purchase the necessary cases at a cost not to exceed \$4000.

Ms. Zimmer is seeking ideas for a device that would accurately count patron usage of the library.

Also, Ms. Zimmer would like to change the library's web-site to provide more information to patrons and the community.

Treasurer's Report:

The trustees reviewed the current treasurer's report. Mr. Peters presented the bills. After each trustee reviewed the bills, Mr. Peters made a motion, seconded by Mrs. Ashworth, and was unanimously approved to pay the bills.

Next, Mr. Peters announced he had three additional bills. The trustees discussed the lack of communication and progress with this architecture firm when presented with the bill from Butler, Roland, & Mays for \$901. Mr. Peters made a motion, seconded by Ms. Carpenter, and was approved with a nay vote from Mr. Scott.

Next, was a bill from Mt. Vernon Fire Insurance Company for \$286.50. Mr. Peters made a motion, seconded by Mr. Scott and was unanimously approved to pay this bill.

Next, a motion was made by Mr. Peters, seconded by Ms. Walter, and was unanimously approved to pay Ms. Zimmer's health insurance including the 2020 increase.

Personnel:

The personnel and finance committees will meet to discuss salary increases in 2020 for the staff.

The clerks will take the second part of their exam when it is scheduled; Ms. Zimmer will take the director exam in February.

The committee will conduct a three month evaluation of the director.

Policy:

Ms. Carpenter presented the suggested changes in policies. Operating schedule change: when CRCS is closed or delayed, the library will open at noon unless it is necessary to close for the day. Safety: 2 staff or volunteers (designated by the director) must be on duty at all times.

Exhibitions: must include a minimum and maximum time. Incidents: no changes.

Unfinished Business:

Harassment training for trustees must be completed by the end of the month.

New Business:

Trustees are very satisfied with the treasurer and wish her to continue in the position.

Important Events:

1/9/20 Next regular board meeting.

Adjournment:

Mr. Hotopp adjourned the meeting at 2:53 p.m.

Submitted by Virginia Downs