

The Community Library  
Board of Trustees Meeting  
June 13, 2019

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m. Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Dee Neary, Jerry Peters, Janet Sand, Julia Walter, Devon Hedges. Excused: Fred Barnes, John Scott.

Minutes:

Mrs. Berard made a motion, seconded by Mrs. Neary, and was unanimously approved to accept the amended minutes.

Communications:

Mr. Hedges has received information that on June 19 at 6:00 p.m., MVLS will be presenting a program concerning various legal issues pertaining to libraries.

Mr. Hedges informed the trustees that a large bill covering several months work will be received shortly from the janitorial service.

Mr. Peters announced that a \$100 donation will be given by the SCHOOL program as a thank you for providing rooms for various programs.

Director's Report:

Mr. Hedges indicated that the summer program is progressing.

The search for the Library Assistant position is continuing.

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 Ms. Walter, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

The 2018 IRS 990 form (pertaining to tax exemption) is complete. Mr. Peters made a motion, seconded by Mrs. Ashworth, and was unanimously approved to accept this document.

Ms. Carpenter has researched local banks seeking the highest interest rate for a CD.

Mr. Peters made a motion, seconded by Ms. Walter, and was unanimously approved to invest \$60,000 in a Trustco Bank CD at 1.95% interest for a period no longer than fifteen months.

Mr. Peters presented a bill from Butler, Roland, & Mays Architecture for \$476.30 for services rendered. Mrs. Neary seconded the motion, and it was passed unanimously.

Facilities:

Mrs. Ashworth announced that this fall trustees would conduct a walk-through appraisal and day of cleaning of the annex.

Policy:

Mrs. Sand noted that the Whistleblower policy had no significant changes. The trustees voted unanimously to accept this update.

Mrs. Sand explained that the revised Room Reservation policy provides additional access to the public. After discussion, the revision was unanimously accepted.

**Board Development:**

Mrs. Neary presented the committee's slate of officers for 2019-2020 for consideration:

President - Ken Hotopp

Vice-President - Fred Barnes

Financial Officer - Jerry Peters assisted by Linda Carpenter

Secretary - Ginny Downs

Historian - Harriet Berard

The Long Range Plan committee status has been changed from ad hoc to standing.

**Building:**

The committee will be meeting with Mr. Mays June 24.

Mr. Hedges announced to the trustees that he had a contract from the architectural firm of Butler, Roland, and Mays for the amount of \$211,200; the items covered include ramp, sidewalk, and hydronics. Mr. Peters, made a motion, seconded by Mrs. Neary, and was unanimously approved to accept the contract.

**Unfinished Business:**

Mrs. Neary announced that the new board survey would be distributed in July.

Mr. Hotopp reminded trustees that the trustees who were elected in May need to complete notarized oaths which will be available at the July meeting.

**New Business:**

Mr. Hedges reminded trustees that the mini-webinar, Strategic Planning-Part Two, will be viewed at the conclusion of today's meeting.

**Important Dates:**

Next regular board meeting - 7/11/19 at 1:00 p.m.

**Adjournment:**

Mrs. Downs made a motion, seconded by Ms. Walter, and was unanimously approved to adjourn at 2:40 p.m.

After the meeting, trustees viewed Strategic Planning - Part Two. This five step planning guide focused on identifying long-range goals based on community needs. After viewing these guidelines the trustees discussed the significant points and were pleased to note that they have been incorporating these suggestions in their goals.

Submitted by Virginia Downs