

Thursday, March 5, 2015 – 6 p.m.

Call to Order: 6:08 p.m. by President Arlene Rhodes

Board Members Present: Arlene Rhodes, Fred Baily, Neil Goes, Jim Hodsoll, M. L. Kopper, Ed Pike , Friends Liaison, Bill Bateman, Development Committee Representative Barbara Germain , Library Director Michol Tuttle arrived at 6:12.) Absent: Phyllis Keeler

Prior Minutes Approved: Minutes of Feb. 5 meeting, motion to approve by Jim Hodsoll, 2<sup>nd</sup>-Neil Goes. Carried.  
Minutes of Feb. 18<sup>th</sup> meeting, motion to approve by Neil Goes, 2<sup>nd</sup> by Ed Pike. Carried.

Public Comment: None.

TREASURER'S REPORT: Jim reviewed the budget and actual figures. Placement of some fees such as the Fund Development Consultant were discussed, also the appropriate placement of grants that are directed to a specific portion of the library operation and/or programming. Cassandra Tusing, Michol and Jim will review.

- Concern on how to manage tax on books that we sell in the library - add the tax to the price so staff does not have to handle change and compute, or to state price and add tax on at sale – requiring, in many more cases, staff to “make change” and keep close track of it.  
After discussion, Mary Lynn made motion to include tax in price of book, and figure it out at time of accounting totals. –Fred 2<sup>nd</sup>. Carried.
- Motion made by Jim Hodsoll , 2<sup>nd</sup> by Ed Pike to approve the payment of bills listed on the check register and petty checking log. Carried.

DIRECTOR'S REPORT: Michol informed us that SALS has a new outreach director who is scheduled to teach (among other things ) parents the regulations and rules for Common Core so that they can better understand that program and better relate it to their own children.

- Plans are made to continue the program of Belly Dancing and Zumba with “Hooping” replacing “Meditation,” which had no attendance in the first series.
- Discussion followed concerning other programs and plans by Director.
- The Library Annual Report was returned for some adjustments, and has been completed and resent to SALS.

FRIENDS REPORT: Bill Bateman reported that Sheelagh Baily has offered use of her new property owners' membership to FGPL. The Friends have a new Membership Chair: Kristin Anuszewski. They are busy reviewing and planning programs for the year:

- Winetasting, tentative date, June 9<sup>th</sup>, at the Cock and Bull.
- Another Dine-Out night at the Recovery Room.
- A Dining Out Plan for all local restaurants. Barbara suggested that they expand it to all restaurants within the school district - opens it up to a larger number that might participate.
- Bill mentioned that the Friends are interested and reviewing possibilities to work out a delivery system for books for the homebound. Arlene indicated that Mary Lynn, because the library had carried out such a program years ago with the cooperation of the Meals on Wheels program and the Office of the Aging, had made contact with them and discovered that it had been explored recently by our last Director, and in fact, the materials had been sent to her. The insurance issues that had a part in cancelling the program through MOW seem to have been eliminated. Bill Bateman and Mary Lynn will

cooperate in getting the materials together once more to see what is possible. Both the Library Board and the Friends are interested in reviving the program.

- Discussion followed on the method of paying the funds that Friends agreed to supply to the Fund Development Steering Committee. It was decided that the method of payment for items will remain “as is” and has been in the past. Friends will be notified of what the item is and the cost –and will reimburse the library for the purchase, assuming the Board of Trustees of Library and Friends Board agree on the purchase.

CORRESPONDENCE: none

STANDING COMMITTEES:

**BUILDINGS AND GROUNDS:** Ed Pike, Chairman, reported that the furnace was serviced.

- Roof leaked on the north side of the front room where it had previously because of ice on the roof. Books were moved, but no real damage or drastic leak occurred. He is waiting for it to dry and then will re-examine and determine how to correct the stains on the ceiling.
- Door behind the desk will be weather stripped –has never hung successfully, unfortunately. However, the stripping should alleviate the immediate problem.
- Complaints about ice in the parking lot: New janitor will be alerted by Michol to keep closer track of the problem. Important that library staff note icy conditions and report them immediately.

**FINANCE :** Jim will invite auditor to come to April meeting and go over audit with the Board.

- Fred asked that Jim add a column to the budget, so that actual and estimated can be compared more easily. Jim will ask Cassaundra to do so.
- A final draft of next year’s budget will be approved by the 1<sup>st</sup> Board meeting in May.
- The next Finance Committee Meeting will be held in April.

**PERSONNEL:** Neil reported the meeting scheduled for this week was postponed. Will be held on Wednesday March 11<sup>th</sup> at 1 p.m. at the Library.

AD HOC COMMITTEES:

**NEW BUILDING:** Discussion of Fred and Ed’s meeting with BRM last Friday – next moves recommended by Committee will be to hire surveyors to stake out the building location and to clear the acreage upon which we are going to build.

- Fred and Jim have met with school officials and Mayor Bill Hyde on the leadership of the SEQRA review. We will need a Board Resolution to declare the library lead agency, possibly at the March 18 meeting. We are awaiting direction from Attorney Ben Gailey.
- Fred would like to see the first field behind the new library site cleared of trees. Arlene suggested a committee be formed to review possible uses of the two fields and to make a recommendation to the Board on managing the property.

**LIBRARY DEVELOPMENT :** Barbara Germain reported that the Committee will hold a 2<sup>nd</sup> Public Meeting at the Library on next Tuesday, the 10<sup>th</sup> , for more people who wish to volunteer for specific tasks.

- The two volunteers who have agreed to research grants met with the committee. They need more information before they can complete applications. Since many of the applications are due within several weeks, they will be submitted in later rounds after the referendum passes.

- Naming Opportunities list will come back to board for review.
- Brochure is underway, working with Sallie Way's art class in Clifton Park. Board will be brought in on the final review prior to printing.
- P.R. is working parallel to fund development - names, addresses, phones, e-mail addresses needed and being worked on. Volunteers are needed to help with this. Barbara Germain suggested forming a PR steering committee for the referendum.

## UNFINISHED BUSINESS:

- Bonding through the school, building ownership and lead agency were discussed under the new building committee report. All need further consideration.
- Dockstader Property has received an offer "as is." After discussion Mary Lynn made the motion and Neil Goes seconded it, to authorize Arlene, as President, to accept the offer. Carried.
- Conflict of Interest Policy: Ed has not yet taken it to the lawyer for review.
- Comptroller Audits: Jim made a motion with a 2<sup>nd</sup> by Neil to table discussion of the common findings of the Office of the State Comptroller Audits of Public Libraries until he, Michol and Cassaundra have reviewed the findings and prepared recommendations for the Board. Carried.
- Bonding the Treasurer: Commonly done. Michol researching. Motion by Fred, 2<sup>nd</sup> by Ed Pike to table consideration of this until the director and Jim have gathered more information. Carried.

## New Business

Story Quilt Committee: Regarding a possible vacancy on the committee, Jim moved with a 2<sup>nd</sup> by Neil that consideration of this item be tabled until more information is known. Carried.

### LIBRARY ELECTION DATE AND PLANS:

- Motion to hold the library election on the 1st Tuesday in June, June 2, with a public hearing on May 26, proposed by Jim Hodsoll, 2<sup>nd</sup> by Fred Baily. Carried.
- Two Board Seats will be coming up for election: Ed Pike and Jim Hodsoll both indicate their intention to run. Open positions should be advertised in newspapers, on our website, and with fliers.
- Jim moved that Michol Tuttle be appointed Clerk of the Election. 2<sup>nd</sup> by Neil. Carried.
- Michol will contact Election workers to make arrangements.

**Newsletter** is very important. It should include news about the election, new building plans, innovations at the library during the past year and the summer programs. Michol asked committee chairs to submit articles to her.

**OUTREACH PLAN FOR DELIVERING BOOKS:** After discussion, Jim moved and Ed 2<sup>nd</sup> tabling further consideration of a book outreach program until we have more information. Carried. Bill Bateman and Mary Lynn will work on it.

**ANNUAL REPORT FOR STATE:** Motion by Jim with a 2<sup>nd</sup> by Neil to affirm the Board has reviewed the report and accepted it with corrections that were suggested this evening. Carried. Michol will make the corrections as directed and advise SALS of the changes.

DOCKSTADER PROPERTY OFFER: Motion by Mary Lynn Kopper with a second by Neil Goes that the Board adopt a resolution to accept the March 3 offer for the purchase of the Dockstader property and to authorize Arlene Rhodes as President of the Board of Trustees to execute any documents necessary to complete the sale of the property. Motion carried by vote of 6 in favor and 0 against. The resolution is filed with the minutes.

Motion made by Neil Goes and seconded by Fred Baily to direct Arlene, as President, to contact Atty. John Cromie to engage his services in the closing of the Dockstader Property sale. Carried.

Motion by Neil and 2<sup>nd</sup> by Fred to direct Ed Pike to purchase battery-operated smoke and carbon monoxide detectors and install them in the appropriate areas of the Dockstader building as required by law. Carried.

#### EXECUTIVE SESSION:

- Motion was made by Neil Goes and 2d by Ed Pike at 8:37 to move into executive session for a specific personnel matter. All voted yes to approve the motion. Carried.
- Motion was made by Jim Hodsoll, second by Ed Pike to move out of executive session and return to the regular session of the board meeting at 9:25. Carried.

Motion to adjourn by Fred, 2<sup>nd</sup> by Mary Lynn. Carried. The meeting was adjourned at 9:26 p.m.

Mary Lynn Kopper, Secretary