

## **LOWVILLE FREE LIBRARY BOARD OF TRUSTEES**

### **February 13, 2018 Meeting Minutes**

#### **CALL TO ORDER: 6:05 p.m.**

**IN ATTENDANCE:** Meghan Harney, Karen Oldroyd, Mary Pelletier-Hunyadi, Mary Comet, Sharon Sears, Bill Waite, Shannon Schrag, David Fraser, Sue Rubenzahl

**ABSENT:** Sheree Vora, Michele Gingerich

#### **TRUSTEES:**

Workshop reminders

#### **REPORTS:**

Minutes: January 16, 2018, David moved, Bill 2<sup>nd</sup>, MOTION APPROVED

Treasurer: Monthly report reviewed. Quarterly Report reviewed. Bill moved, Shannon 2<sup>nd</sup>, MOTION APPROVED

Director: Weeding of collection has begun since inventory is completed. Computer room rearranged to allow more work stations. A monthly summary of circulation will be added to report to help track library value to the community. 2017 metrics put into Library Service Calculator – Lowville Free Library provides services equal to 5.9 times the number of dollars we spend!

Buildings and Grounds: Moving forward with shed roof repairs and new gutters. Committee will bring recommendation to full board in March. Carpet runners installed downstairs. Need to purchase quality vacuum cleaner. Bill agreed to take care of this. Discussed removal of some trees and possible replacements.

Computers: Starting upgrade of all computers to Windows 10 machines. Beginning with three new PCs for staff and one for public access. Probably purchase through NCLS. Committee will make recommendation to board.

Constitution, By-Laws, and Policies: Under review.

#### **FUNDING AND FUNDRAISING:**

Garden Tour: Sunday July 8, 2018. Garden descriptions due March 15 so pamphlets can be started.

Calendar Raffle: November 2018. Looking for new sponsors. Review of previous sponsors and ideas for new sponsors will be discussed at next meeting. Let's break our record of **205** calendars sold!

Garage Sale: August 2 -4, 2018. Keep collecting items, storage is available.

Memorial Pamphlet: Work in progress. Mary P-H to contact Ned Merrell to do program in spring.

**ADJOURNMENT:** 7:31 p.m. Sue moved, Bill 2<sup>nd</sup>, MOTION APPROVED

Draft 1/19/18. To be submitted for approval March 20, 2018.