

**LOWVILLE FREE LIBRARY BOARD OF TRUSTEES:  
MEETING MINUTES  
OCTOBER 16, 2018**

- **PUBLIC FORUM:** None
- **CALL TO ORDER:** 6:11pm. Present- David Fraser, Karen Oldroyd, Meghan Harney, Mary Comet, Shannon Schrag, Bill Waite, Sue Rubenzahl, Sheree Vora, Sharon Sears. Guests – Jessica Nichols, Danielle Munn. Absent- Mary Pelletier-Hunyadi.
- **ADOPTION OF AGENDA:** Add sexual harassment policy discussion to new business. Sue moved, Shannon 2<sup>nd</sup>, **MOTION APPROVED.**
- **PRIOR MEETING MINUTES:** No additions or corrections. Bill moved, Sheree 2<sup>nd</sup>, **MOTION APPROVED.**
- **CORRESPONDENCE:** None.
- **TREASURER’S REPORT:** Quarterly report reviewed. Sheree moved, Sue 2<sup>nd</sup>, **MOTION APPROVED.**
- **DIRECTOR’S REPORT:**
  - Printing of copies for all work we will increase fee to .25 cents. Hardships will be judged on a case by case basis. Mary moved, Sue 2<sup>nd</sup>, **MOTION APPROVED.**
  - 2019 Calendar for Library early closures and holidays presented. Sue moved, Shannon 2<sup>nd</sup>, **MOTION APPROVED.**
  - \_Minimum standards required by NY state for the Library, our compliance will need to be posted on-line. Sheree moved, Mary 2<sup>nd</sup>, **MOTION APPROVED.**
- **COMMITTEE REPORTS:**
  - **Building and Grounds**
    - Generator installed. Gas hook up is needed.
    - Painting and cleaning of community room and hallway date to be determined.
    - Cameras inside and outside more research needed to hard wire.
  - **Nominations:** Search for new members and board President and Vice President.
  - **Finance Committee meeting:** Plan on an evening to be determined.
- **OLD BUSINESS:**
  - **Funding and Fundraising:**
    - Calendar Raffle – Continue selling calendars. Collection of prizes needs to be completed. Turn in slips and money by October 31<sup>st</sup>.
    - Meeting with County manager to be determined.
    - Anna Tabolt bequest. Consider renaming Children’s room as a dedication.
    - Book storage: Looking at 10x18x12 for book storage box dimensions. Standard shelves and box sizes for book sale storage from weeding and donations. Bill looking into boxes.
    - New vision for fundraising. **IDEAS:** Reselling used Hardcover books on Amazon. E-mail appeal, using calendar sale e-mails. Cooperation with other agencies, shared fundraisers. Golf tournaments with sponsors, Chinese auction and dinner. Outdoor movies at the park pavilion.
- **NEW BUSINESS:**
  - Long Range Planning for Library. Address parking lot, handicap parking spaces. Shrubbery in front of building, security issues overgrowth presents. Community relations, technology capabilities, diversity programming. Day to day services evaluated.
  - A sexual harassment policy that NCLS adapted from NYS guidelines was passed out to everyone. Everyone was asked to read policy, so it can be discussed and voted upon at our next meeting, November 13, 2018. Training will also need to be scheduled for all staff and trustees.
  - Christmas Pot Luck to be determined. Possible date December 7<sup>th</sup> at the Historical society. Board, staff and volunteers invited.
- **ADJOURNMENT:**

- 8:00 p.m. Mary moved, Bill 2<sup>nd</sup>, **MOTION APPROVED.**
- **APPROVED:** November 13, 2018.