

Lowville Free Library Board of Trustees
Meeting Minutes
March 20, 2018

- **PUBLIC FORUM:** None
- **CALL TO ORDER/ROLL CALL:** 6:09 p.m. Present - Mary Pelletier-Hunyadi, Meghan Harney, Mary Comet, Michele Gingerich, Sharon Sears, Karen Oldroyd, Sue Rubenzahl, Sheree Vora. Absent - David Fraser, Shannon Schrag, Bill Waite
- **ADOPTION OF AGENDA:** Mary Comet moved, Sue 2nd, MOTION APPROVED
- **PRIOR MEETING MINUTES:** No additions or corrections. Michele moved, Mary Comet 2nd, MOTION APPROVED
- **CORRESPONDENCE:** 2/21/18 letter sent to Village of Lowville Trustees and Municipal Water and Sewer Board requesting scoping of drain pipe in pit
- **TREASURER'S REPORT:** Monthly report reviewed. In future, unsolicited donations will be reported monthly, broken down by donor(s). Sue moved, Sheree 2nd, MOTION APPROVED
- **DIRECTOR'S REPORT:** In future, report will include circulation and attendance breakdown. Discussed delinquent fines accrued by young patrons and the subsequent drop in patronage. Suggested children be given amnesty so they would not be blocked from attending the summer program and/or borrowing materials. Sheree moved, Michele 2nd, MOTION APPROVED
- **COMMITTEE REPORTS**
 - Buildings and Grounds
 - *Sump Pumps* new pumps installed in pit and discharge pipe installed out front of building. Discharge pipe from pump in storage room sink also installed to outside of building.
 - *Roof/Gutters* Historic restoration contractor (Fred Dennis) recommended to install ridge cap on front dormer, remove and upgrade shed roofs, and install copper gutters and downspouts. Motion to hire Fred Dennis made by Sheree, 2nd by Mary Comet, MOTION APPROVED.
 - *Basement Floor* Village DPW employees visited and scoped drain pipe as well as putting dye down toilets and sinks to determine approximate locations of sanitary sewer pipes. Discovered that storage room sink plumbed to storm sewer system. Rough map produced. Pros and cons of flooring options discussed. Large bookcases in long hallway need to be emptied and moved before installation. Sue made motion to install carpet tiles, Sheree 2nd, MOTION APPROVED.
 - *NYS Construction Grant* We will be applying for a NYS Library Construction grant through NCLS for construction aide 75/25. Installation of a generator to ensure that sump pumps will work in case of power outage discussed. Meghan noted that libraries are moving toward serving as shelters. Agreed that B/G Committee explore options and include costs in NYS Library Construction Grant application
 - *Vacuum cleaner* All agreed that Mary P-H research and make purchase.
 - *Painting* Michele suggested that we take the opportunity before laying new floor to paint the walls in the community rooms and hallways. Michele will consult with Meghan and decide on areas to paint. Painting will be completed by the end of April.
 - Computers: Waiting for final steps in fiber optic connection, timing uncertain. Meghan suggested removing computer from Children's Room due to very limited use in order to increase space for patron usage.
 - Constitution, By-Laws, and Policies: Currently reviewing by-laws
 - Public Relations/Communications: History File
- **OLD BUSINESS:**
 - Funding and Fundraising:
 - *Memorials pamphlet* Proofing pamphlet and sending to printer. Will give possible dates for Estate Planning program to Ned Merrell
 - *Garden Tour (July 8, 2018)* We have six gardeners! Gathering description.

- *Annual Garage Sale (August 2-4)* August 1 set up, August 2-3 sale, August 4 breakdown. Will schedule time for members to gather and transport all library donations for sale to the sale site
 - *Calendar Raffle (November)* Sue assigning members to businesses. Gather commitments ASAP and report to Sue.
 - *Collection of \$ from returnable cans/bottles* Sheree agreed to collect on regular basis.
- **NEW BUSINESS:**
 - Strategic Planning: Meghan will be attending workshop
 - Board Membership: David and family may be leaving area in summer of 2019. Would be appropriate for member to step up to Vice-President's spot now. Continue to seek new members. Sheree and Mary P-H leaving board the end of December.
- **OTHER BUSINESS:**
 - Workshops
 - *Small Libraries, Bigger Data at NCLS, 4/17, 10:00am-12:00pm*
 - *Introduction to the NYS Construction Grant Program at NCLS, 5/15, 1:00pm-3:00pm*
 - Board evaluation: postponed
- **NEXT MEETING**
 - Tuesday April 17, 2018, 6:00 p.m. in the Conference Room at the Lowville Free Library
- **ADJOURNMENT**
 - 8:08 p.m. Sheree moved, Mary Comet 2nd, MOTION APPROVED

Approved April 17, 2018.