

Lowville Free Library Board of Trustees

January 25, 2017 Meeting Minutes

Call to Order: 6:10pm.

In Attendance: Patty Burke, Sharon Sears, Michele Gingerich, Mary Pelletier-Hunyadi, Karen Oldroyd, Sue Rubenzahl, Sheree Vora, Shannon Schrag, Meghan Harney

Absent: Jackson Hyde, David Fraser

PRESIDENT'S REPORT

Meghan has attended Open Lab classes offered by NCLS and plans to continue.

May 18, 2017 a Trustees' basic class will be offered at Lowville Free Library by NCLS. RSVP for your spot at web.ncls.org under classes and events.

A 2017 meeting schedule was passed out to all trustees. Meetings will be held every third Tuesday of the month at 6pm.

A new Trustee list will be distributed with updated contact information.

MINUTES: November 2016: Mary moved, Sharon 2nd, Motion Approved

SLATE OF OFFICERS FOR 2017

Slate of Officers for Board of Trustees 2017 Lowville Free Library as read:

President - Mary Pelletier-Hunyadi

Vice President - David Fraser

Treasurer - Sharon Sears

Secretary- Karen Oldroyd

Michele moved, Sheree 2nd, Motion Approved

TREASURER'S REPORT

Donations and personal gifts for month of December \$3830.85

Christmas bonuses were given to current employees.

Capital Reserves Quarterly Report 12/30/2016 was briefed. Further details are in report. Sue moved, Sheree 2nd, Motion Approved.

2017 Proposed Operating Budget was discussed. Possible new employee hire needed. Salary increases for employees for minimum wage requirements. Director's salary stays the same. Further details are in report. Sue moved, Sheree 2nd, Motion Approved.

LIBRARIAN'S REPORT

In 2020 computers with less than Windows 10 will no longer be supported with updates. There are currently 13 computers in the library this might affect. More research needed and more discussion needed.

Staff meetings are being conducted Thursdays before Library opens.

Upcoming staff vacations can be covered by sub list. More information will follow.

Revamping of collection and inventory is ongoing.

A discussion of labeling to standardize inventory for accuracy was reviewed.

A discussion about joining the Amazon Smile program was had to benefit the Library.

More details are in the Director's Report January 2017.

OLD BUSINESS

A discussion was had about replacing the printer. More research is needed and research into other institutions equipment before a decision can be reached.

A question about emergency closings and vacation and leave policy was raised. Upon discussion and review of the policies they will be updated for clarification.

Formal welcome to Board for Shannon Schrag. Sue moved, Michele 2nd, Motion Approved.

FOOD FOR THOUGHT

FUNDRAISERS

What ones to keep? What ones to delete? What ones to modify? Thoughts? Ideas?

Funding Grants offered by NCLS

ADJOURNMENT: 8:10pm. Sheree moved, Michele 2nd. Motion Approved.