

Lowville Free Library Board of Trustees

February 28, 2017

Call to Order: 6:07pm.

In Attendance: Patty Burke, Karen Oldroyd, Mary Pelletier-Hunyadi, Meghan Harney, Sharon Sears, Michelle Beagle, Sheree Vora, Sue Rubenzahl, David Fraser

Absent: Jackson Hyde, Shannon Schrag, Michele Gingerich

PUBLIC FORUM: Michele Beagle brought in a sample pamphlet for discussion on Memorials, Living Wills, etc. Discussion, edits, and suggestions were made, for example smaller graphics and larger print. NCLS will print pamphlet for \$.10 a page (or \$0.20 per pamphlet). Michelle also provided a list of fundraising ideas.

PRESIDENT'S REPORT: Incentive grant needs written correspondence to include in grant request. Also include visitations to Library events of public figures. Lewis County will consider donating \$1500 to help us with updating computers.

MINUTES: January 25, 2017: Sheree moved, Patty 2nd, **Motion Approved**

TREASURER'S REPORT: Read by Sharon Sears. Quarterly taxes were paid. See attached report. Sue moved, David 2nd, **Motion Approved**

DIRECTOR'S REPORT: Meghan continues to attend training, researching upgrading computers, four are needed for staff purposes, and running programs. Marsha fell and broke her elbow so staffing has been short, using subs to cover shifts. See report attached for more information.

STANDING COMMITTEES:

Budget and Finance: Internal audit will be in mid-spring, April.

Building and Grounds: Investigate leaking gutter downspout, gutters, and missing roof pieces. Back door to Library needs painting.

Computers: Add Jackson Hyde, help Sheree investigate Chrome books.

Constitution, By-Laws, and Policies: Policy revisions under *Emergency Closing* Sheree moved, Sue 2nd **Motion Approved** and *Leave and Vacation Policy* Sheree moved, Patty 2nd **Motion Approved**

Public Relations/Communications: Section 3 of 2017 Incentive Grants, continue taking classes, communicate with the public, legislature letters.

OLD BUSINESS:

School Ballot: We are asking for \$10,000 for the Library to help with cost of fiber optics upgrade, minimum wage increases for staff, and library standards. A motion was made to request to be on school budget for \$10,000. Sheree moved, David 2nd **Motion Approved**

Fundraisers: **Garden Tour** (Sunday, July 9, 2017). **Calendar Raffle** (November 2017): We need to boost prizes and increase sales, thank you notes to vendors, call vendors with winner names, have calendars ready for sale for Garden Tour and Fair Week. **Themed Trivia Night (date TBD):** Structured trivia games with prizes at 3-D sports, Bark Eaters? More research needed September/October time frame. **Garage Sale** (August 2017): Participate in Lowville Village-wide garage sale, donations will benefit the Library. Other suggestions: Ink cartridge collection with teen group, can/bottle redemption - donate your returns to the library, 5K run fundraiser for Library. More discussion is needed for fundraisers.

ADJOURNMENT: 7:50pm. Sheree moved, Sue 2nd **Motion Approved**