

Lowville Free Library Board of Trustees
Meeting Minutes
March 12, 2019

- **PUBLIC FORUM:** None
- **CALL TO ORDER:** 6:05 p.m. **PRESENT:** David Fraser, Danielle Munn, Meghan Harney, Jesica Nichols, Shannon Schrag, Katie Zehr, Sharon Sears **GUESTS:** Angela Arthur, Jamie Haggett **ABSENT:** Bill Waite, Karen Oldroyd
- **ADOPTION OF AGENDA:** Jesica moved, Katie 2nd, **MOTION APPROVED.**
- **PRIOR MEETING MINUTES:** Danielle moved, Shannon 2nd, **MOTION APPROVED.**
- **CORRESPONDENCE:** None
- **TREASURER'S REPORT:** February Monthly Report presented. Town of Lowville funds received for \$3,000. Jesica moved, Katie 2nd, **MOTION APPROVED.**
- **DIRECTOR'S REPORT:** Discussed options for fulfilling NYS Sexual Harassment training requirement as the Chamber of Commerce is providing a fee course, however, we will look at in-house training through NCLS or Pivot. Games are being collected for the game library with an anticipated early summer start. Pratt Northam funding awarded for 250 hours, other grant applications are in process. The 2019 Community Letter was presented.
- **COMMITTEE REPORTS:**
 - Building and Grounds:
 - *Generator:* no update, still waiting for information needed to complete NYSEG documents.
 - *Painting:* Eldon Spinks has been contacted to finish the community room and possibly the hallway, he will be in later this week to assess the area with completion possible in the next few weeks.
 - *Cameras:* Jesica will contact Nighthawk to see if we can upgrade our current system and may reach out to Lake Effect Tech for local advisory.
 - *Windows:* Lead is finished and will be installed in April pending warmer weather.
 - *Restrooms:* Faucets to be replaced in upstairs patron restroom as well as handles and locks on all three doors.
 - Planning:
 - Meeting was held March 1st, discussed landscaping needs and enlargement of the parking lot. Plan is to reach out to the community through various outlets to garner input for their expectations for the future.
 - Policy:
 - Reviewed the following *Circulation Policies* and provided input, included discussion regarding DVD rental fees and potentially offering a "Spring Break Staycation" special and waiving the fee for a week in April to see if it increases patronage. Also discussed adding a residency requirement for library cards (must reside in the NCLS system area).
 - Account Status
 - Transaction and Usage
 - Interlibrary Loan
 - Confidentiality
 - User Accounts
 - Nominations:
 - Search for new members for two board vacancies and replacement for board President
- **UNFINISHED BUSINESS**
 - Funding:
 - *2019 School Ballot:* Met with Superintendent of Schools on Friday, March 8, 2019 to express our intentions to go on the ballot along with Martinsburg. A copy of our 2019 Community Letter was provided and will be passed along to the Board of Education.

- Storage of Used Books: No update, but Bill has been in to organize the area on several occasions.
- Fundraising:
 - Garden Tour: Jessica, Shannon and Katie will lead the effort in securing the Garden Tour for 2019, tentatively scheduled for Sunday, July 7, 2019.
 - Calendar Raffle: conflicts with several other organizations doing similar fundraisers, may abort
 - New Ideas: Golf tournament, Cash Raffle, Wine Tasting, Community Letter asking businesses for donations
- **NEW BUSINESS:** None
- **ADJOURNMENT:** 8:17 p.m. Danielle moved, Jessica 2nd, **MOTION APPROVED.**
- **DRAFT:** (3/13/2019) to be submitted for approval at the next Board Meeting on **TUESDAY, APRIL 9, 2019.**