

20th Century Club Library: Board of Trustees Meeting...August 28, 2018

Members present: Gina Lombardi, Val Ewald, Eric Ewald, Elva Owlett, Linda Staiger, Susan Steere

1. 7:16 Call to Order
2. Presentation of Gift Certificates for Deb Pierce and Jill Morris-Pierce
3. Minutes of last meeting were read by Susan.
 - a. Student Was banned for only one month for misuse of computer
 - b. Accepted by Eric, Seconded by Linda—Passes
4. Director's Report
 - a. Discussion of redoing the main desk. Concerns about changing the look of the library Aesthetically pleasing, but functional. Gina will bring diagrams of options re: desk.
 - b. Political Poster Exhibit: continue to host them or remove them. Ask Mike Snowden what he wants us to do with them. Could they be a traveling exhibit? Gina will call.
 - i. Eric suggested we look into encouraging AU artists to display their work here.
 - c. Air conditioning people came to repair. There is a bearing which needs to be replaced
 - i. Repair person needs to come later to replace fan motor.
 - ii. Begin asking to have heaters serviced.
 - iii. Elva—no word from the man who was going to take care of the tree in back. Also the tree in front needs to be trimmed.
 - d. Spectrum: cable fiberoptic box is bolted to the desk. Should be mounted in the small utility room. Desk mount will need to be moved when we move the computers...rather than being mounted in a more appropriate place.
 - e. Kindles settled
 - f. STLS borrowing plan: new materials available for 4 months, not the present 6 months before they can be sent to other. .
 - i. Approved by Eric, seconded by Linda. Passed.
 - g. Prize Party successful. Tesla program only had a couple people..held during family vacation times. Next year's theme is Space so Gina will present the Tesla program.
 - h. Alzheimer's program..small group, but successful.
 - i. September program Alice in Wonderland tea party.
 - j. Need for Tech Help for Seniors –develop more programs for them.
 - k. Gina is up for evaluation in September. Johanna's surgery requires time off. Sick time??
 - l. Margo –September to visit for a New Trustees Orientation.
 - m. Motion to approve Director's Report by Linda; Seconded by Eric. Passed.
5. Bookkeeper's Report
 - a. Petty cash bounced..all is ok
 - b. ALA membership-continue or not. Val will email Brian for advice. Tabled til September.
 - c. Deposit made on shed. Ready first week of September.
 - d. Community Day—same amount for start up cash, Library Club.

- e. Insurance Company...possibility of audit of building, etc. May need a walk-around.
 - i. Val will email to ask what they might need so she has the information ready.
- f. Check from NYS \$13,669 arrived....is it our Grant Money. Val will check
- g. Pay bills...moved by Linda, seconded by Eric. Passed.
- h. Almond Library Account Balances

6. Club President Report

- a. Meeting Dates: 9/11, 10/9, 11/13, 1/8/19, 3/12, 4/9, 5/13
- b. Election Day discussion—luncheon. Begin drawing at 5:30. No food deliveries.
 - i. Shues will help out.
 - ii. Letters requesting donations have gone out.
- c. Community Day---have books, jewelry, quilt at Library. Quilt tickets available both places. Get tent from AHS.
- d. Motion to accept by Eric, Seconded by Linda. Passed.

7. OLD BUSINESS

- a. Shed update...
- b. Rain gutters done
- c. Friday the structural engineer will come
- d. Computer setup possibilities from Eric
- e. Steps are completed
- f. Sign completed painting. Solar lights for sign. Motion by Linda to approve purchase, seconded by Eric, himself. Passed.
- g. Drainage by ramp done

8. NEW BUSINESS

- a. Fall assistant search –write a new ad.
 - i. Library Aide to assist general library tasks. Ie: shelving books, assisting patrons and tasks assigned by the Director.
- b. Discussion of a Sick Leave Policy. Change title to Paid Time Off.
 - i. Motion to approve Johanna's use of seven PTO days to be used at her discretion. Eric, Seconded, Linda. Passed
 - ii. The rough draft of the PTO policy will be available at next meeting, Sept. 25.

9. Motion to adjourn by Linda, seconded by Eric. Passed.