

DRAFT
Newfield Public Library
Trustees Meeting Minutes
October 13, 2009

Meeting called to order by President, Mike Allinger at 6:34pm. The following trustees were present: Karin Eisenberg, Meredith Aidun, Cathy Shipos, and Jill Henery. Also present was Marge Strosnider, secretary. JT asked to be excused for work reasons.

Minutes were reviewed. **Karin made a motion to accept the minutes of the September 15, 2009 meeting as written and Meredith seconded the motion. Vote was 5-0 in agreement.**

Due to members being held up elsewhere, the agenda was rearranged.

Unfinished Business:

Bricks Project: Karin reported that the project was completed on Thursday, October 8th! Although the contract was for \$13,500, additional costs may be billed due to need for fencing around the scaffolding(safety factor), fee of \$300. for removal of bees at site, and the repair of a window sill that had rotted. V. Romanoff also suggested an application of a breathable protective spray over the brick surface in the spring. Cathy suggested the application be done after other needed brickwork was completed.

Treasurer's Report: Karin informed the board that the Tioga State Bank had made a change in the category of the checking account which would affect the interest earned and also the minimum balance necessary to receive the interest. A decision was made to continue the account with no interest and a small charge for check copies.

(Debi Brown arrived 6:45pm).

Paychex is in operation and has provided the paychecks with no problem. They also do the taxes and offered to provide Workman's Comp. Insurance coverage. However, it was decided to continue with the present provider for the time being.

Committee Reports:

Building Maintenance: Cathy informed the board of repairs and maintenance completed this month by Ken. Gutter cleaning to be deferred until more of leaves are down. It was noted that the front railing is rusting some where it connects with the mortar of the building and should be checked for repair in the spring.

Treasurer's Report (cont'd):

Karin presented the warrants for July, August, and September for approval. **Motion was made by Meredith and seconded by Debi to approve the payment of bills as reported in the warrant. It was approved 5-0 with Karin abstaining.**

November Special Events:

Bake Sale is Election Day, November 3rd. Cathy will send school emails and Debi will produce the calling lists for community bakers.

(Tina arrived at 6:57pm).

Gingerbread House Competition: Meredith contacted Becky Blish who agreed to be a judge for the houses and to also provide an example house. The contest will begin shortly after Thanksgiving into December—exact dates to be announced. Prizes were also discussed. Debbie will check the previous year's folder and make a decision re: prizes to be awarded. Basic information will go into the newsletter.

Director's Report: Tina (see separate report)

Next meeting of county legislature is October 21st. There is no indication what direction the legislators will take on library funding.

Funding for Web development classes was denied funding from Tomkins County Friends of the Library. Tina was encouraged to resubmit request in the spring of 2010. Becki is enthusiastic about attending and has signed up on her own for all three (hopefully) classes. Discussion followed and decision was made to assist with the cost.

Motion was made by Cathy to fund the Web development training in the following manner: ½ of the cost of tuition will be covered, and in addition, the board will consider the 8 hours of class time as the equivalent of 8 hours of work time for Becki. (Thus the class will be funded \$312 from payroll, and the remaining allotment from tuition reimbursement). Debi seconded the motion and it was approved 7-0.

Stationery: Cathy and Tina are working on producing some new stationery for the library to use for thank you notes and also for invitations and announcements. To update board at next meeting.

Mike and Tina are also investigating the use of an online service to back up library documents...also to be continued at next meeting.

Mike wished to recognize the nice job that JT had done with blog on Facebook for the library and linking it to library website. Thank you, JT!

Treasurer's Report (again!):

2010 Budget - Karin presented and explained budget reports to board...to be further discussed at next meeting. Mike to submit letter of request to the school for the tax funds due the library.

Discussion re: Gates Computer Replacement Funding is now complete. A plan is now needed for replacement in the budget. Library now has 10 computers, with some being used more heavily than others. Discussion of line item in budget, the life expectancy of the computers, rotation of older computers to areas where there is less use. Mike and Tina will work on replacement plan and present information at next meeting. It was noted that the Gates fund still has money in it, not yet used for supplies, etc.

Committee Reports (#2):

Goal #7 on Volunteerism. **Cathy made a motion to approve Goal #7 as presented, seconded by Jill. Motion was passed with 7-0 vote.**

Goals still to be completed and presented:

Goal #4 - Stable funding - Karin, Tina, Mike

Goal #5 - Collection Development - Meredith, JT, Tina

Goal #8 - Organize Structural Space - Tina, Mike

Motion to adjourn the meeting made by Debi and seconded by Meredith at 8:45pm. All in agreement!

Respectfully submitted,
Marge Strosnider, secretary