

MINUTES OF BOARD MEETING

January 19, 2016 in the Library Conference Room, Marc Boyer presiding

ATTENDANCE:

Trustees: Marc Boyer, Lin Griffin, Matt Duprey, Shelley Bond, Jim Fish, Cathy Piche

Excused: Scott McRoberts, Mary Margaret Small

Staff: Penny Kerfien, Dorian Lenney-Wallace, Stephanie Young

Guests: None

Call to order at 6:05 pm.

Public Comments: None

Approval of the agenda with two additions: Fish/Duprey *unanimous*

Minutes of the December 16, 2015 meeting approved: Duprey/Piche *unanimous*

Statistical & Financial Reports: No comment on statistical report. Financials not available and so were tabled until the February meeting when the board will vote on both December and January reports and bills paid. No action taken.

Director's Report:

1. Lift will not be here until Feb. 3. Cement blocks added next to the cement pad for stairs in order for it to be wide enough to accept the new stairs.
2. One young man who caused damage to the Markert Memorial bench worked 7-10 hours to cover the cost of one block in the bench. He reported that the damage occurred when he and friends got carried away in their fun. He realized it was wrong.
3. Board packets will now be sent via email to L. Griffin, J. Fish, M. Duprey, C. Piche, S. Bond. M. Boyer picks up a packet at the Library. Will check with S. McRoberts and M.M. Small.
4. Reminder of the January 27 meeting regarding becoming a school district library. Steve Bolton and Matt Corey from NCLS will be presenting. Responses for attendance so far are Wayne Ashley, Ron Johnson (school board president) or another school board member, Tim Johnson from Comptroller's Office, Bill Hosmer, Tim Davis (school board). Penny assured us that each school board member got their own personal letter of invitation as well as each City Councilor, City Manager, others from the City who have offered help, and Friends.
5. Money from both the Russell and Ritchie grants are in a holding pattern. We hope to have more word about when they may be available in a couple weeks.
6. Borrowed \$100,000 from endowment to cover costs incurred and expected for lift and elevator projects. This money to be repaid when grant monies are received.

Librarians' Reports:

Stephanie

*Difficulty obtaining tax forms for the public this year, and once gone we will not be able to order new ones.

*Format of newspaper column varied to add interest. Has received some comments of the column so we know it is being read. It is on the Library website and Face book as well as the newspaper.

Dorian

*Two patron grants of \$1,000 each have been made, one was designated for board books and toys and the other will be used for new non-fiction books in the children's collection. \$300 has been spent to date on board books and Lego blocks. Board books are based on classics in literature such as *Withering Heights*. Trustees invited to stop and see the books on the way out of the meeting or later. Both donors have been thanked and will receive reports of how the money is spent.

*There will be a bird-watching program and a Lego soap making program in February as well as the events

listed in the written report.

No chairperson's report.

Committee Reports:

Buildings and Grounds – no report

Policy and Personnel – has met, work in progress, no report at this time

Finance – no report

Program – written report mailed out prior to meeting

Unfinished Business:

- A. Informational meeting on becoming a school district library – covered under Director's Report.
- B. St. Lawrence River Valley Redevelopment Agency Grant - Mary Margaret is still getting dates for this to pass on to Penny
- C. Recognition for Stephanie and Dorian to be added to the Contract for CSEA Unit #8401-02:
Questions asked about management/supervisory responsibilities, if any, that the two librarians have. Neither has such responsibilities. Question asked about whether or not they were hourly employees. Both are now salaried, without monetary compensation for overtime. All employees, including the director, log their time on time sheets. Penny is not eligible to join this union because she is management. Historically, Bob Belvin (director) wanted to establish a management team with librarians and so the first professional contracts were established. No action needed due to the fact that the board really has no choice but to recognize Stephanie and Dorian to be added to the union. Therefore this action is recognized by board. This means they are part of the 3 year contract just negotiated and will be a part of it when this contract comes up for review again.
- D. Question of whether or not the Library has D&O insurance. Trustees felt sure we did even though Penny hasn't been able to find a policy. She will check on this with the insurance agency that has our other policies.

New Business:

- A. Committee Assignments for 2016. Penny announced current committee membership. Shelley agreed to fill the vacancy on the Finance Committee. Anyone wishing to change committees or sit on more than one committee should contact the board president.
Policy and Personnel – C. Piche, MM Small, M. O'Donnell
Buildings and Grounds – M. Duprey, S. McRoberts, L. Griffin
Finance – J. Fish, M.. Boyer, S. Bond
An Ad Hoc committee will likely be needed in the near future to work on the School District Funding campaign.

Next meeting February 16, 6:00 in the Library Conference Room. Report of Jan. 27 meeting will be given. Meeting adjourned at 6:50 pm.

Respectfully submitted,

Lin Griffin, Secretary