

Lake Pleasant Library
Board of Trustees Meeting
May 6, 2014

Present: Richard Frisk, Frank Mezzano, Laura O'Connor, Toni Morrison, Nancy Seifts, Karen McComb

Absent: George Sengenberger, Eileen Higgins, Marion Wilbur
Debbie Desrochers (Director), Marty Shean (Staff)
Carol Waller, Kendall Wilt (Friends of the Library)

The meeting was called to order at 4:30pm by President Rich Frisk.

1. The minutes of the April 1 meeting were reviewed. Motion to accept (Frank); seconded (Laura). No discussion; passed unanimously
2. Report of Officers
 - A. President's Report (Rich Frisk)
 - Reminder that the annual SALS dinner is May 19 in Saratoga; all are invited; reservations due May 9
 - A thank you note was received from Nancy Bastian in appreciation for help received in writing the SALS 2014 Technology Grant
 - A request was made that each trustee sell five tickets each for the quilt and wood carving raffles; Debbie distributed tickets to those present
 - The tickets for the monthly raffles are ready to be picked up at Price Chopper
 - Review of the bid by Gary Foutch to hook up the generator and complete wiring; previous amount of \$4,626 remains the same; discussion as to whether we are held to the town's procurement policy for this, but since this was previously approved by the Town Board, no further bids are necessary
 - Request for a subcommittee to review the staff evaluation form; Laura and Debbie (with a request for Eileen) will review the form and report back at the next meeting
 - It would be beneficial to have a float in the 4th of July Parade which would highlight the expansion and raffles; Request that we give some thought to this.
 - The LEC is working on fund raising; no date has been set for the next meeting
 - B. Treasurer's Report (Nancy Seifts)
 - Year to Date Expense and Revenue Control Report distributed; all parameters are acceptable for this period
 - As approved at the April Meeting, a line item (L7410.470) was set up specifically for the \$5,000 received from the Technology Grant; the voucher process was reviewed with those who will be making purchases; submitted bills will follow the same process as other purchases
 - it was requested that in the absence of Rich, another board member review and sign the bills in order to have bills paid in a timely fashion.

Rich will notify Frank or another board member when he is not going to be available.

- Monetary reimbursement for installation and implementation of genealogy software will be discussed at a future meeting; this cannot be paid for out of grant money

3. Committee Reports

A. Collection (Debbie Desrochers)

- Debbie has participated in the HQ Collection Seminar; a report has been generated which should be useful in purchasing items best suited to our patron use; a suggestion was made to utilize the volunteers in cross referencing items on the generated report with what we actually have on the shelf
- The Committee will be meeting tomorrow; suggestions appreciated

4. Director's Report

- Written report for April 2014 distributed
- The issue with a patron not returning books or paying overdue fines has been resolved; Fines will be paid back in installments; books have been returned and one member of the family can now check out items
- Tickets have been sold for the wood carving (little man) and quilt
- A request has been made that the library purchase a subscription to Consumer's Report magazine. Discussion on the on-line versus the hard copy; Debbie will check to see how patrons can access the on-line version and compare the cost of each
- The volunteer procedure manual is being upgraded; a uniform process needs to be in place

5. Friends of the Library Report

- Meet the Artist, Carole Williams, Illustrator at the Library Friday May 9 from 5 to 7pm; Her works are currently on display
- Next Friends meeting May 13 at the home of Kendall Wilt

6. Old Business

7. New Business

Motion to adjourn at 5:30pm (Frank); seconded (Laura) approved unanimously

Respectfully submitted

Karen McComb, acting Secretary

Next meeting: June 3, 4:30pm