

Lake Pleasant Library
Board of Trustees Meeting
February 4, 2014

Present: Trustees: Richard Frisk, Toni Morrison, Laura O'Connor, Eileen Higgins, Frank Mezzano, Marion Wilbur, Nancy Seifts, Karen McComb
Absent: George Sengenberger
Debbie Desrochers (Director); Marty Shean (Staff)

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

1. The minutes of the January 7, 2014 meeting were reviewed
Motion to accept (Laura); Seconded (Toni); no discussion; passed unanimously
2. Report of Officers
 - A. President's Report (Richard Frisk)
 - Rich attended the Friends meeting in January to keep them up to date on the progress of the expansion. Thus far, \$12,135 has been donated which includes 39 bricks and 79 donations
 - Discussion on the level of cooperation we are receiving from the Friend's Board and the ambiguous nature of what their main objective is in supporting the library. Some suggestions were made as to how we can increase the level of cooperation.
 - A review of the present "stages" of the building project was presented and an explanation of the rationale for dividing the initial Stage 3 into a Stage 3 and Stage 4 project.
 - A letter from SALS was received concerning the annual dinner on May 19. Nominations for the Trustee of the Year Award and the Program of the Year award must be submitted by April 4.
 - We have applied for the technology grant from SALS. Thanks to the efforts of Nancy Bastian and Marty Shean, the grant application was submitted on time. The community partner would be the Lake Pleasant Speculator Historical Society. Aaron Weaver submitted information on their behalf. Due to the time and effort which was put forth,
Motion made (Marion); seconded (Nancy) to reimburse Nancy and Marty \$50 each from the program fund. No discussion; passed unanimously.
 - Based on correspondence from Friends, they will pay \$1,000 for the children's program. Marty will submit invoices to Kendal for payment. Excess above the \$1,000 would need to be requested from Friends.
 - B. Treasurer's Report (Nancy Seifts)
 - End of year 2013 and YTD 2014 Revenue and Expense Reports were distributed. All approved transfers were completed
 - L fund balance for 2013 is \$27,302.70
 - Cash balance in H fund is \$76,397. Deducted from this amount will be approximately \$3,840 for installation of the generator and propane.
 - As confirmed in discussion at the Town Board, we are in agreement that we want to own the underground propane tank but not the tank that is temporarily hooked up to the generator
3. Committee Reports
 - A Collection (Debbie Desrochers)
 - The Collection Committee will meet tomorrow. Suggestions are appreciated

4. Director's Report (Debbie Desrochers)
 - A written report for January was distributed
 - The staff has discussed offering ice cream cone vouchers as an incentive to attend the summer reading program
 - The mouse pads have arrived and will be sold for \$3.00 each. They were paid for by a library patron and the money will be given to Nancy for deposit into the H fund
 - Debbie participated in the LEAP webinar offered by SALS. It is a program that works with overdrive. SALS will be seeking participants' input as to whether they should purchase.
 - The Friends of the Library will be holding a book sale at the Library on Feb. 22.
5. Friends of the Library: no report
6. Old Business: none
7. New Business
 - While the Board of Trustees or Library Expansion Committee cannot directly solicit funds, a discussion as to how we can receive donations for the expansion project
 - A quilt has been donated to raffle
 - Bookmarks placed in discharged books: Debbie will work on
 - Bob Camoin will be asked to work with Jon Swift to keep information on the expansion updated on the website. The information should be on the Chamber website as well.
 - Rich will look into having a display thermometer made and installed which shows our progress
 - Having the option for receiving donations via PayPal was discussed. Jon Swift will be asked about this

Motion to go into executive session to discuss a personnel issue (Frank); seconded (Marion)

Motion made to come out of executive session (Laura); seconded (Nancy);

The Board unanimously agreed to formulate a process whereby employee evaluations will be done on a regular basis. An evaluation form will be developed and sent to Board members for their review and approval. In addition, a letter will be formulated by the President referencing current concerns will be sent and discussed with the Director.

Motion to adjourn at 7:10 (Marion); seconded (Toni); no discussion; passed unanimously

Respectfully submitted,

Karen McComb, acting Secretary