

Minutes of the February 6, 2018 Regular Meeting
of the
Lake Pleasant Library Board of Trustees

Members Present: Richard Frisk, Karen McComb, Frank Mezzano, Toni Morrison,
Kathy O’Connell, Laura O’Connor, Amy Peters, Nancy Seifts
Members Absent: Dick Mayers
Staff Present: Sherry Matthews
Guests Present: None

Meeting Called to Order 4:02 p.m.

- I. No Public Comments.
- II. Motion to approve the Minutes of the January 9, 2018, meeting was made by Laura O’Connor, seconded by Kathy O’Connell, and passed unanimously.
- III. Friend’s Report: None
- IV. Report(s) of Officers
 - A. President’s Report – Karen McComb
 1. Karen attended the Town Board Meeting and gave a report on the Library that was well received.
 2. Karen updated the Board on the new library sign. She stated that we did receive a \$5,000.00 SALS construction grant for this item. Toni Morrison will send a thank you to SALS.
 3. At the last SALS meeting, fees paid by the library were discussed. Karen stated that the fee structure will change based on circulation and holding. Fees will increase 3.5% in 2019 based on 2018 figures.
 4. February 28th is Legislative Day. Karen has received a request for support from Sarah Dallas (SALS) and suggested that Board Members write the committee to support library funding.
 5. Attic update – thanks to Sherry & Tanisha for bringing down the Hamilton County Express. They are now located in the conference room. Rich has also worked in the attic and cleaned up the space in preparation for painting. Board members have volunteered to paint when the space is empty date to be determined – probably March.
 6. “Off the Shelf” article appeared in the Hamilton County Express. Articles must be submitted to Pete Klein by the 15th of the month. Kathy O’Connell will do February, Laura O’Connor will do March.
 - B. Treasurer’s Report – Nancy Seifts
 1. Nancy said it is a little challenging for her to remain current with financial issues since she is no longer at the town hall on a daily basis.

V. Committee Reports

A. Collection Committee – S. Matthews

1. Report is attached. Next collection committee is scheduled for February 13th.

B. Construction Report – Richard Frisk

1. Rich and Sherry met with a representative from Building Pro to design the kitchen. Mike will be responsible for ordering/installing furnishings in kitchen.
2. Rich submitted another bill to DASNY and we should be receiving \$15,0.00 (+/-) shortly.
3. Mike is investigating prices on the rear door and should be ordering it soon.
4. Rich will begin the process of ordering the gazebo.
5. A new building permit has been issued and a C/O for three months has also been issued.

C. Personnel – Amy Peters

1. Amy and Karen met with Sherry to complete annual evaluations. The Committee feels that Sherry should complete evaluations for Tanisha and Roxie.

D. Fund Raising – Laura O'Connor

1. The committee has been in contact and when plans are finalized they will bring it to the Board for their approval.

E. Programs – Kathy O'Connell

1. Kathy reported that one of the areas to promote would be continuing adult education. The plan is to begin with star-gazing, which would be offered seasonally.
2. Kathy stated that a "Teddy Bear Tea Party" for young children will be held in March. It is thought that the tea party could be a seasonal program – each with a different theme.
3. Frank suggested a legal/medical program(s) for Seniors.
4. Laura suggested a travelling library for shut-ins/seniors.
5. Laura volunteered to do publicity for programs.

F. Community Involvement – Amy

1. Amy plans to contact are a groups/business through the Chamber to see what their needs are and to let them know what the library has available.

VI. Director's Report: Sherry Matthews

1. Report is attached.
2. Rich will check on the status of the heat in the kitchen.
3. Annual Report – must be approved by the Board. Motion to approve the Annual Report pending the insertion of the Oath of Office info and the revisions to the financial information made by Frank Mezzano, seconded by Laura O'Connor and passed: 8 Aye, 0 Nay, 1 Abstention - Kathy O'Connell.

VII. Old Business

1. Library Review Board – Toni will recruit volunteers for the Board.
2. Open House – Karen will ask Debbie O'Rourke.
3. Volunteer Handbook – Sherry will update.
4. Website Update – no update available.

VIII. New Business

1. Revision to meeting room policy – board members were asked to review the policy and submit changes. Discussion ensued regarding private enterprises using the library to generate income for themselves.
2. The issue of purchasing a lap top for Board business (meeting minutes, etc.) was discussed at length. Sherry will research.

Motion to Adjourn @ 6:03 p.m. made by Frank Mezzano, seconded by Nancy Seifts and passed unanimously.

Respectfully Submitted,

Toni Morrison, Secretary