

DRAFT

Cape Vincent Community Library Board of Trustees Meeting

4/12/2018

Called to order at 4:04 p.m. by Bolton

Adjourned at 6:00 p.m. (motion by Connerton/second by Constance)

Trustees Present:

Elizabeth Bolton, President

Donna Constance, Vice President

Shannon Connerton, Secretary

Carole Jinks

Kathleen Pierce

Others Present:

Amy Pond

Mary Rupp, Treasurer

Excused: 0

Visitors: 0

Secretary's Report: minutes of last meeting reviewed and accepted as written (motion by Bolton/second by Jinks)

Treasurer's Report: report reviewed; Mary Rupp and Amy Pond explained that due to RBC debit card being used more and more for book ordering, needs replenishing; board voted unanimously to move \$5,000 from checking account to RBC debit card (motion by Connerton/second by Bolton); Elizabeth Bolton to contact RBC

Director's Report: see attached and additional notes below

Item 5: bill for Commercial Package renewal policy with Preferred Mutual Insurance Company received; this insures the contents of the library; board discussed increasing replacement cost coverage from \$281,300 to \$500,000; board requested Amy Pond request quotes for this change and present them at the next meeting for further discussion

Item 7: renewal is paid automatically per Mary Rupp

Item 12: signed by Shannon Connerton as secretary and Elizabeth Bolton as president

Item 13: board recommended payment by debit card; board also reminded Amy Pond to be sure tax exempt status of library was honored

Item 14: board requested Amy Pond amend Collection Development Policy; Kathleen Pierce to type revisions and present to board for review and approval at next regular board meeting (May)

Item 15: after reviewing letter in question, board advised Amy Pond to also show letter to NCLS

Item 16: board discussed the need to create a long range (5 year) plan that could be posted on the library's website; board members agreed to each brainstorm ideas and present them at the next regular board meeting; board also advised not participating in the "fine free summer" suggested by NCLS

Item 20/21: board reviewed letter drafted by Amy Pond (see attached) and suggested minor edits; board also reviewed draft of Community Report; board unanimously approved one mass mailing of letter and report to both the village and the town (motion by Connerton/second by Pierce); Amy Pond to contact NCLS

Item 27: board looked at draft of logo designed by Stewart's Signs; board voted unanimously to approve expenditure of \$50 for the acquisition of rights to the Cape Vincent Community Library logo (motion by Connerton/second by Constance)

Item 29: Amy Pond shared evaluation notes on probationary staff members; board unanimously approved the appointment of Amy Pond as Library Director (motion by Pierce/second by Jinks); board voted unanimously to approve the appointment of Taniesha Soluri as Assistant Library Director (motion by Connerton/second by Jinks); board voted unanimously to approve the appointment of Ian Hauck as Library Clerk (motion by Bolton/second by Constance)

Old Business:

New Business:

- **Form 990**

Return of Organization Exempt form presented by Amy Pond; board reviewed and approved; Elizabeth Bolton signed as president

- **Next Meeting**

May 10th, 2018 at 4:00 p.m.