

**DRAFT**

**Cape Vincent Community Library Board of Trustees Meeting**

1/10/2019

Called to order at 4:02 p.m. by Bolton

Adjourned at 5:00 p.m. (motion by Pierce/second by Constance)

**Trustees Present:**

Elizabeth Bolton, President

Donna Constance, Vice President

Shannon Connerton, Secretary

Mary Rupp, Treasurer (arrived 4:30 p.m.)

Carole Jinks

Kathleen Pierce

**Excused:** Amy Pond

**Visitors:** 1

**Others Present:**

Taniesha Soluri, Assistant Director

**Secretary's Report:** minutes of last meeting (12/4/18) reviewed and unanimously (5:0) accepted as written (motion by Jinks/second by Pierce)

**Treasurer's Report:** unavailable

**Director's Report:** see attached

**Old Business:**

- **Budget**

Proposed budget for 2019 reviewed and approved unanimously (5:0); motion by Connerton/second by Constance

- **RBC Debit Card**

Elizabeth Bolton to contact RBC by phone to be sure treasurer has read only access

**New Business:**

- **Officers**

Full slate of officers willing to serve another year; board voted unanimously (5:0) to accept unchanged slate for 2019: Elizabeth Bolton (President), Donna Constance (Vice

President), Shannon Connerton (Secretary), Carole Jinks, Kathleen Pierce; motion by Pierce/second by Jinks

- **Staff Evaluations**

All board members provided copies of employee evaluations completed by Amy Pond prior to final budget vote; Shannon Connerton to print template for director evaluation for board to review and use at next meeting

- **Annual Report**

Annual report will need board approval before submission to NCLS on 2/1/2019; Amy Pond will contact board via email when report is prepared

- **Honoring Donors**

Taniesha Soluri to research bookshelf inspired plaque idea to honor larger donors; Taniesha Soluri to review past meeting notes in search of dates Ellie Sullivan served as treasurer for the library

- **Next Meeting**

2/14/19 at 4:00 p.m.