

**DRAFT**

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

12/4/2018

Called to order at 4:32 p.m. by Bolton

Adjourned at 6:09 p.m. (motion by Pierce/second by Constance)

Trustees Present:

Others Present:

Elizabeth Bolton, President

Amy Pond

Donna Constance, Vice President

Shannon Connerton, Secretary

Mary Rupp, Treasurer

Carole Jinks

Kathleen Pierce

Excused: none

Visitors: 2

**Secretary's Report:** minutes of last meeting (11/13/18) reviewed and unanimously (5:0) accepted as written (motion by Pierce/second by Jinks)

**Treasurer's Report:** reviewed and unanimously (5:0) accepted (motion by Jinks/second by Bolton)

**Director's Report:** see attached

**Old Business:**

- **Budget**

Elizabeth Bolton and Kathleen Pierce reported on information gathered during meeting with RBC regarding options to utilize a portion of dividends from investments toward offsetting library operating costs; motion by Kathleen Pierce, second by Carole Jinks, to authorize \$2,000 a month to be taken from RBC dividends and deposited into the library's Citizens Bank checking account to offset operating costs as needed; board voted and approved resolution unanimously (5:0) to begin on 1/5/19

- **Sexual Harassment Policy**

Amy Pond presented clarification received from NCLS regarding "examples of sexual harassment" section of draft of Sexual Harassment Policy; motion by Shannon Connerton, second by Donna Constance, to accept revision of policy as presented; board voted unanimously (5:0) to adopt as of 12/4/18

- **RBC Debit Card**

Elizabeth Bolton and Kathleen Pierce reported on information gathered during meeting with RBC regarding options for replenishing debit card funds automatically at pre-

approved intervals; motion by Kathleen Pierce, second by Shannon Connerton, to authorize a quarterly withdrawal of \$5,000 from the library's Citizens Bank checking account and applied to the RBC debit card; board voted and approved resolution unanimously (5:0); to begin on 1/5/19

**New Business:**

- **Disability Benefits**

Kathleen Pierce shared information received regarding New York State form DB-135; public employers are the only entity that can opt into this benefit which allows employees who have suffered a non job related disability to collect 50% of their salary up to a cap of \$255 per week; this is a benefit library staff has had since 1995; current cost to library is \$110.50 annually

- **Executive Session**

motion at 5:12 p.m. by Shannon Connerton, second by Elizabeth Bolton, to adjourn to executive session to discuss salary plans for specific personnel; motion at 5:36 p.m. by Kathleen Pierce, second by Shannon Connerton, to return to open session

- **Next Meeting**

1/10/19 at 4:00 p.m.; Amy Pond excused