

**DRAFT**

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

7/12/2018

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

Adjourned at 5:43 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: 2

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

**Treasurer's Report:** board discussed possibility of school district's deposit being made in January as a rule from here forth; Amy Pond to inquire; treasurer's report reviewed and unanimously accepted (motion by Pierce/second by Jinks)

**Director's Report:** see attached and additional notes below

Item 3: see copy of email from Angela Newman attached; board voted unanimously in support of 3% increase request as detailed in email

Item 5: board approved Amy Pond's attendance to conference in Rochester including cost of hotel, registration, mileage, and meal stipend

Item 8: board discussed necessity of bench, which is under construction, being able to weather the outdoor elements of the region

**Old Business:**

- **Summer Donation Request Letter**

- Board reviewed new draft of a donation/volunteer request letter that was sent by email to all trustees: Kathleen Pierce to make edits suggested and Amy Pond to proceed with mass mailing to town and village in August

**New Business:**

- **RBC Wealth Management Update**

Donald Musnicki and John Nuber presented a review of library account (see attached); they recommended changing risk profile from a level 2 to a level 3; they explained that with this change the library would remain within the parameters of the current Investment Policy; board voted unanimously to authorize RBC to make this change (motion by Connerton/second by Pierce); necessary documentation completed by Elizabeth Bolton as President

- **Next Meeting**

August 9th, 2018 at 4:00 p.m.