

**DRAFT**

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

3/8/2018

Called to order at 4:05 p.m. by Bolton

Adjourned at 5:30 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 Jinks/second by Connerton)

**Treasurer's Report:** report reviewed; Amy Pond supplied Mary Rupp more detailed information about payments made for books vs. supplies (line item 12.18, "Supplies" and 12.6, "Books"); report approved unanimously (motion by Constance/second by Jinks)

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

Item 3: Kathleen Pierce to try to find copy of deed to supply to Amy Pond before she contacts the Village Attorney

Item 5: Amy Pond urged board to begin considering how to best encourage voters to approve the budget increase

Item 7: work session set for Tuesday 3/13/18 at 9:00 a.m. at library to work on completing grant materials; trustees Kathleen Pierce and Elizabeth Bolton to attend to work with Amy Pond

Item 10: these actions have occurred in part due to Carole Jinks attending village meeting as outlined in 2/8/2018 minutes; Carole Jinks also shared village agreement to have windows cleaned twice a year

Item 13: board voted unanimously to allow library staff to give books which are outdated or unusable to NCLS to recycle (motion by Pierce/second by Connerton)

Item 14: board voted unanimously to authorize the purchase of letters and numbers needed to display library's address (motion by Pierce/second by Connerton)

Item 15: museum offering discounts to patrons of library if library purchases a membership for \$75 covering May –October of 2018; board voted unanimously to approve this expenditure (motion by Pierce/second by Bolton)

Item 16: library staff exploring idea as a fundraiser; board also discussed "tricky tray" and silent auction ideas

Item 17: Shannon Connerton volunteered to approach Cape Vincent Elementary school principal to inquire if December 7<sup>th</sup> is available for described event and get back to Amy Pond

### **Old Business:**

- **Terms of Trustees**

Shannon Connerton shared revised chart of terms; copy will be kept in current minutes' record book for reference

### **New Business:**

- 4:29-4:40 p.m. board to executive session to discuss particular employees (motion by Pierce/second by Jinks)

- 5:15- 5:20 p.m. board to executive session to discuss particular employees (motion by Pierce/second Jinks)

- **Removable Storage**

Shannon Connerton requested purchase of removable disk on which to save library files; board unanimously approved expenditure (motion by Bolton/second by Pierce)

- **Minutes Record Book**

Shannon Connerton explained that paper copies of all minutes she has taken as secretary are in binder; with Amy Pond's input, it was decided that this binder would be kept in the library back office for reference; per Shannon Connerton, a new binder of notes for meetings from January 2018 to the present has been started

- **Next Meeting**

April 12th, 2018 at 4:00 p.m.