

DRAFT

**Cape Vincent Community Library
Board of Trustees Meeting
May 10, 2018**

Present: Elizabeth Bolton, President
Donna Constance, Vice-President
Carole Jinks
Kathleen Pierce

Other: Amy Pond, Library Director
Mary Rupp, Treasurer

Excused: Shannon Connerton, Secretary

Trustee President Bolton called the meeting to order at 4:10 p.m.

Kathleen Pierce was asked to be secretary pro-tem.

Secretary's Report:

The minutes of the Trustees meeting on April 12, 2018, were reviewed and approved on a motion by C. Jinks, seconded by E. Bolton and carried; all voting aye.

Treasurer's Report:

The Treasurer reviewed with the Trustees the monthly financial reports for April 2018. D. Constance made a motion to approve the Treasurer's Reports. C. Jinks seconded and carried; all voting aye. It was also reported that an energy audit (NYSERDA) of the Library building will be done and paid for by the Village.

Director's Report:

Amy Pond reported to the board on the following items:

- The Christmas Committee asked if the Library would be the lead agency in bringing the Christmas book author to Cape Vincent for the weekend of December 8, 2018. Trustees discussed the event and having the Library create a line item to accept donations and pay expenditures for the event. K. Pierce made a motion to approve that the Cape Vincent Community Library create a line item in the budget to accept donations and pay expenses for the Christmas author and to approve a \$250 donation from the Library for the event. Motion seconded by C. Jinks and carried; all voting aye.
- The Director shared that in accordance with state requirements the minutes of Trustee meetings are to be posted on the Library's website. She will work to bring the Library into compliance with this requirement.
- An update on the maintenance of the building was shared--lawns and gardens raked and trimming have been done by a volunteer. Deck furniture is out of storage and in place and a new flag will be installed.

- Revisions to the Library’s Collection Development Policy were reviewed by the Trustees. After review, K. Pierce made a motion to approve the revisions. C. Jinks seconded and carried; all voting aye. The Director will forward the revised policy to NCLS.
- Several quotes for costs of additional insurance coverage on the contents of the library were reviewed. E. Bolton made a motion to approve an increase of insurance coverage on the contents of the library to \$386,600 for a yearly cost of \$1542.35. D. Constance seconded and carried; all voting aye.
- A sample of a clear plastic bag with the Library’s logo on it made by Stewart Signs was shared. Canvass bags with the logo are also available. The Library will sell the bags over the summer and have them available for the 50th Celebration at \$15/bag. Trustees on a motion by D. Constance voted to approve ordering 24 of each bag (clear plastic and canvass) with a logo from Stewart Signs. Motion seconded by C. Jinks and carried; all voting aye.
- The original library signs were also given back to the library by Stewart Signs who took them down when the original signs were replaced. Ideas were discussed as how to use the signs.
- The sign “157 N. Real St.” has been installed over the front door.
- Trustees shared and were brought up to date on plans and activities for the 50th Celebration on June 16, 2018. Invitations will be written and sent on May 17. Several Trustees offered to help with the invitations.
- The Director shared the cost of the Library’s letter to Town residents regarding the upcoming school budget vote and the proposition on the ballot for an increase to the Library’s funding (\$10,000).
- Two articles have appeared in the *Thousand Islands Sun* on the Library and its activities and the Director plans to have a weekly summer events schedule published.
- Additional outreach sites for worn, torn, outdated books that are weeded from the Library’s collection were discussed. Better World Books where the Library normally sends boxes of weeded books has changed their policy from shipping 10 to 14 boxes.
- Two Trustees (Jinks and Bolton) and the Director attended the training for “Active Shooter” at NCLS. From the training, the Director suggested installing a door lock on the meeting room for additional security/safety. Trustees agreed with the installation of a lock.
- Ada Pearce’s memorial donations amounted to \$715 and \$50 to the Friends of the Library. Suggestions on how the donations should be spent were discussed. Also discussed was another donation of \$2000.
- The Director asked the Trustees for some ideas on a fundraiser for the Library.

Next Meeting: The Trustees will meet on June 14, 2018, at 4 p.m. for their regularly scheduled meeting.

Adjournment:

At 6 p.m., with no further business, the Chair asked for a motion to adjourn. D. Constance made the motion, seconded by K. Pierce and carried; all voting aye.

Respectfully submitted,

Kathleen M. Pierce
Secretary Pro-Tem