

DRAFT

**CAPE VINCENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
September 13, 2018**

Present: Elizabeth Bolton, President
Donna Constance, Vice President
Kathleen Pierce
Shannon Connerton, Secretary

Excused: Carole Jinks

Other: Amy Pond, Library Director
Mary Rupp, Treasurer

Visitors: None

President Bolton opened the meeting at 4 p.m.

Minutes: Board members reviewed the minutes of the meeting of August 9, 2018, and accepted them as written on a motion by E. Bolton and seconded by D. Constance; all voting aye.

At 4:10 p.m., S. Connerton was excused from the meeting. K. Pierce was appointed as Clerk pro tem.

Treasurer's Report: M. Rupp reviewed and discussed with board members the financial report as of August 31, 2018. She informed the board that the previously authorized transfer of \$5000 to the library debit card was mistakenly taken from the library's investment account at RBC instead of the checking account at Citizen's Bank. RBC was notified of the error as they did the transfer. K. Pierce made a motion accept the Treasurer's Report. E. Bolton seconded and carried; all voting aye.

Director's Report: Amy Pond, Library Director, shared the following:

- Lilyn Connerton, 10-hours/week, has given her two-week notice. The board thanked Lily for her time at the library and wished her well in all her future endeavors.
- Copier/printer will need to be replaced soon.
- Energy Audit report has been received. Tim White has been asked to be the liaison for the village and library in helping with the grant application process with New York State.
- Outside outlet on the back deck is not working. The village has been notified.
- A client survey has been filled and will be sent back to RBC.
- Director shared several professional development opportunities in September that she will attend.

- Circle tree bench on the front lawn in memory of Ada Pearce is in place and getting a lot of use.
- Two outreach libraries will be set up in October. Locations are: Centre Street Apartments and Aubrey Court.
- Two minimum standards that the library and board need to work on—board minutes posted online within two weeks after the board meets and create and post online the library's five-year plan (goal setting).
- A Logitech webcam software and webcam has been installed. It is the intent to view workshops hosted by NCLS on the webcam.
- Response to the donation letter has been positive. Thank you notes are being sent.
- The Director requested that the board consider increasing the three staff members' hours by two hours each week to help with coverage after Lily leaves her position. The additional hours will be in effect until December 31, 2018. The board will begin the budget process for 2019 and will take staffing coverage and salaries into consideration in their deliberations.

E. Bolton made a motion to approve the increase of staff hours by two hours per week. The additional hours will be in effect until December 31, 2018. D. Constance seconded and carried; all voting aye.

Next Meeting: Thursday, October 11, 2018, at 4 p.m.

Adjournment: With no further business, President Bolton adjourned the meeting at 5:12 p.m.

Respectfully submitted,

Kathleen M. Pierce
Clerk Pro Tem