

DRAFT

Cape Vincent Community Library Board of Trustees Meeting

11/13/2018

Called to order at 4:39 p.m. by Bolton

Adjourned at 6:56 p.m. (motion by Pierce/second by Jinks)

Trustees Present:

Elizabeth Bolton, President

Donna Constance, Vice President

Shannon Connerton, Secretary

Mary Rupp, Treasurer

Carole Jinks

Kathleen Pierce

Excused: *none*

Visitors: *0*

Others Present:

Amy Pond

Secretary's Report: *minutes of last meeting (October 11, 2018) reviewed and unanimously accepted as written (motion by Pierce/second by Jinks)*

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

Director's Report: *see attached*

Old Business:

● ***Budget***

Mary Rupp shared proposed budget for 2019 as well as various salary increase scenarios; board discussed; Elizabeth Bolton and Kathleen Pierce to contact RBC regarding options to secure a funding stream utilizing a portion of dividends from investments toward offsetting salary costs; they will share information received at next board meeting; Amy Pond to request Mary Rupp run additional salary increase scenario of \$0.80 raise; Amy Pond will request information be shared with board members as soon as possible

● ***Sexual Harassment Policy***

Amy Pond presented drafts of Sexual Harassment Policy and Complaint Form For Reporting Sexual Harassment (see attached); both drafts were suggested for use by NCLS; board discussed both drafts; Amy Pond to pursue clarification on "examples of sexual harassment" section of draft of Sexual Harassment Policy and board to revisit

● ***Christmastime Author Visit***

Board discussed and approved unanimously increasing donation by \$55 for costs of author visit (motion by Pierce/second by Bolton); note that original donation of \$250 was made at meeting on May 10, 2018

New Business:

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- **RBC Debit Card**

*Board discussed possible ways to replenish funds automatically at intervals pre-approved by board;
Elizabeth Bolton to research possibilities and board to revisit at future meeting*

- **Printer**

*Amy Pond discussed need for printer/copier; board voted unanimously to authorize director to purchase
a copier/printer; cost not to exceed \$1,500 (motion by Connerton/second by Jinks)*

- **Next Meeting**

Tuesday, December 4th, 2018 at 4:30 p.m.; Amy Pond to post notice of date and time change