

DRAFT

**Cape Vincent Community Library
Board of Trustees Meeting
October 11, 2018**

Bolton called to order 4:08 pm; adjourned at 5:16 pm

Present: Elizabeth Bolton, President
Donna Constance, Vice President
Shannon Connerton, Secretary
Kathleen Pierce
Carole Jinks
Amy Pond, Library Director

Excused: Mary Rupp, Treasurer (arrived 4:36 p.m.)

Visitors: none

Minutes: Minutes of 9/13/2018 meeting reviewed and unanimously accepted as written (motion by Jinks, second by Connerton)

Treasurer's Report: Rupp reviewed and discussed financial report; board accepted treasurer's report unanimously (motion by Pierce, second by Constance); Rupp clarified that it is the time for library director to attend village and town meetings to appeal for continued funding; Pond to attend

Director's Report: see attached

- Item 5: board unanimously approved offering coupon as outlined (motion by Jinks, second by Connerton)
- Item 7b: see attached rough draft of 5 year plan; items in red Amy Pond requested board members review to discuss at next meeting

New Business:

- **Sexual Harrassment Policy:** board discussed recent changes in state laws regarding required policy and staff training; board reviewed current "Harrasment Policy for Employees;" Pond to request NCLS review this policy language as it stands and ask if revisions are recommended; Pond also to inquire with NCLS if additional training is required
- **Budget:** board discussed next year's school tax appeal options; board discussed staff salary increase options; Rupp to share different salary increase scenarios via email before next board meeting

Next Meeting: Tuesday, November 13th at 4:30 p.m.; Pond to post notice of change in date and time; preliminary budget for next year to be presented