

## AGENDA & MEETING MINUTES

<b>Meeting Date:</b>	December 10, 2018	<b>Time of Meeting:</b>	7:00PM
<b>Prepared By:</b>	Pauline M. Kurtz	<b>Location:</b>	Library Community Room
<b>Purpose/ Outcome:</b>	Monthly Board Meeting		

### *"Where minds can set sail"*

#### 1. Attendance

Role	Name	Minutes	Present ( <input type="checkbox"/> )
Trustee	Tom Bach		
Financial Chair	Marge Clark		
Vice President	Bob Kane		
Vice Financial Chair	Pauline Kurtz		
Director	Melissa Langridge		
President	Diane Muscoreil		
Trustee	Kathy Neville		
Secretary	Kate Peck		
	<b>Guests</b>		
N/A			

#### 2. Meeting Agenda

#	Topic	Motioned	Carried
1	Meeting called to order by Diane at 7:01PM		
2	Minutes of the November meeting approved as presented	Kathy Motioned Pauline 2nd	Carried
3	No correspondence		
4	Donations – Stuart & Eileen Klein \$200.00 / Paula Gill-Google \$400.00		



5	Bills – Contractor K. Mayer, Everblock (Lego chairs), NIOGA, Workman's Comp Insurance Premium. Pay as presented	Kathy Motioned Marge – 2 <sup>nd</sup>	Carried
6	Friends of the Library – Cookie Sale successful as always – sold out again. Popcorn bar proved very popular addition to community Holiday Celebration.		
7	Moving forward on securing a professional cleaning company 3 quotes provided and reviewed. DC Janitorial and FMG are looking as the preferred providers. Melissa to with follow up both to see if a yearly vs. monthly quote is possible for additional savings and clarify if both provide cleaning supplies and equipment.	Marge Motioned Kathy – 2 <sup>nd</sup>	Carried
8	Review of standard loan periods for materials. NIOAGA looking for consistency across all member libraries. Late fees not considered a revenue stream for us. Moving towards recommendations.		
9	2 Fences companies have been contacted to provide estimates to fence off backyard for safety and security of patrons and staff. Fox Fence & Woodsmith.		
10	Approved monetary gifts of \$50 for each staff member, \$100 for Phyllis to be presented with a small gift. Coffee shop gift cards in the amount of \$15 for 3 Story Time readers.	Kathy Motioned Bob – 2 <sup>nd</sup>	Carried
11	Bank Account Updates – Motioned to open and fund a KeyBank Gold Money Market. Move \$102,272.00 from current KeyBank checking account.	Marge Motioned Bob – 2 <sup>nd</sup>	Carried

### 3. Key Meeting Decisions & Notes

Possibility of additional Google Corporate support in 2019. Melissa will continue to review options with Paula Gill as they become available.

Programming and patronage reviewed. Details available in Director's Report

### 1. Open Action Items

Action	Assigned to	Due Date
<ul style="list-style-type: none"> <li>2 Fences companies have been contacted to provide estimates to fence off backyard for safety and security of patrons and staff. Fox Fence &amp; Woodsmith.</li> </ul>	Marge & Melissa	
<ul style="list-style-type: none"> <li>Review of standard loan periods for materials. NIOAGA looking for consistency across all member libraries. Late fees not considered a revenue stream for us. Moving towards recommendations.</li> </ul>	Melissa	
<ul style="list-style-type: none"> <li>Follow up with cleaning companies</li> </ul>	Melissa	



**2. Topics for Next Meeting**

#	Agenda Topic	Facilitator	Time
1	Review minutes		
2	Director's Report		
3	Items form the floor		
4	Prepare for February Annual Meeting		

**3. Core Distribution List for Agenda/Minutes****To:**

T. Bach  
M. Clark  
B. Kane  
P. Kurtz  
M. Langridge  
D. Muscoreil  
K. Neville  
K. Peck

