

14 Nov 2011 - AFL Board of Trustees Regular Meeting Minutes

Board Members Present: Linda Cure, Amy Martin, Betty Ketcham, Pat Spohr, Mary Dornbush, Craig Sergeant, Sally Dague, Ron Ginsburg, Mike Hill, Natalie Schipano, Christine Lennard, Yvette Terplak, Ellen Howie, Tony Kossman, Christine Capuano.

Non voting members present: Judith Wines (Director), Tom Gessick (auditor).

1. The Meeting was called to order at 7:00 pm. Agenda at atch 1.
2. Tom Gessick attended the meeting to report on the audit of the library. Audit went fine. Draft report attached with 14 Nov 11 letter to Board (atch 2). This year we had to complete the full Form 990 due to amount of revenue and requirements of NYS. One item that is recommended based on having to complete the full Form 990 was that the Board consider establishing an audit committee. After hearing Mr. Gessick's presentation of the audit and discussion of possible additional major events that should be added (none of those mentioned by Board members rose to that level, in the opinion of Mr. Gessick), Ron moved to accept the draft report; Linda seconded. All voted in favor. Mr. Gessick will finalize the report based on our motion and with the caveat that he will review the minutes to make sure nothing of import was missed.
3. Minutes for 12 Sep, 16 Sep, and 30 Sep were reviewed. Ellen made a motion to accept the 12 Sep minutes with 4 minor changes (noted); Yvette seconded. All voted in favor and they were submitted for inclusion in the record. Amy made a motion to accept the 16 Sep minutes. Mike seconded. All voted in favor. All voted in favor and they were submitted for inclusion in the record. Ron moved to accept the 30 Sep 11 minutes with two minor changes (noted); Christine C. seconded. All voted in favor and they were submitted for inclusion in the record. (Atch 3).
4. Judith gave her Director's report (atch 4). One item not in report is that we actually only moved about 10% of our collection, which probably explains the 35% drop in circulation. Judith is looking for the Community meeting from 2005 – the subject was re what the community was looking for in the new library and library in general. Linda will look through her old President's minutes to see if she has a copy. Sally asked about our insurer's response to claim (rental insurance) and Judith gave a recap of what we could expect and she is hopeful that we will be getting a check in about a week. Ron asked about the books still remaining in the library. Judith reports that they are cleaning the books and packing the ones we want and then storing them here at the Masonic Temple in the basement. Smell in KeyBank from mold doesn't seem to be worse.
5. Treasurer gave Sep and Oct 2011 reports. (atch 5) Big expense in October was the first payment to Troy Miller and additional funds to Dave Holmes for addition to sprinkler and HVA contract.
6. Committee Reports:
 - a. Development: No.
 - b. Policy: No report.
 - c. Program: No report.
 - d. Personnel: Judith's evaluation will be done for the year by Tony this month.
 - e. Building Committee:

Rough wiring is done.

Judith and Betty found hand dryers on eBay; we will buy one or two depending on whether we will have one or two bathrooms. Troy is checking on Town requirements; depending on code we may be able to convert the other space to another purpose.

Troy has proposed $\frac{3}{4}$ inch beadboard that, if we use it, will eliminate our need for sheetrock, which would save us money.

Incoming water connection (MPR) will start Wednesday (16th) and sprinkler work (Simplex Grinnell) will start on Friday (18th).

All of the light fixtures have been delivered and are in place and wired.

Keith Lee wants to know what the outside shrubbery will be like – he has a group of volunteers that want to donate and help. The Sands family had previously given us a donation for landscaping so anything that Mr. Lee does will have to be coordinated with the library and this donation in mind.

Troy is concerned with the pitch of our sewer line leaving the bathroom – is it steep enough? That is being reviewed and will need to be addressed if the pitch is too shallow.

Betty is meeting with Troy to discuss the best insulation options, while ensuring we preserve the historic nature of the building.

Exterior painting was completed approximately two weeks ago. Storm windows going up.

Roof hasn't leaked, but also no sideways rain. Troy is going to look at it and see if we can seal it from the outside.

Looking at interior storm windows to cut down on drafts and energy loss.

7. Old business:

a. Mike LaMountain payment: Requested \$15,000 for heating and hvac installation. He came to the Board 5 years ago and Board was under impression that he volunteered to donate his labor. We initially received the bill in 2009; Betty never paid it because she thought the labor was gratis. Mr. LaMountain recently approached Tony and asked if the bill would be paid. Judith will check the minutes to see if we can find any discussion of the proposal. Tony will discuss with him further.

b. Gala: Village room reserved 11 Feb; slogan "The Little Library that Could". Theme will be "trainy". Vicki volunteered to help with letters out to donators.

c. Library Lights (4 Dec): 4:30pm. Need volunteer to read names.

d. Nominating committee: Pres: Tony; VP: Ellen; Treas: Betty; Sec: Linda; Corresponding Sec: Rebecca. Mary Dornbush's term ends Jan 2012. Committee recommends consideration of Tracy Russell and requesting her to submit an application.

8. New business:

a. Secretary replacement for Christine: Moot.

b. Contacting of past library donors: Issue came up because Joe Robinson asked if we needed more money and he has ideas of where we should be looking. Pat, Yvette, Sally, and Linda will work on it and try to get letter out by/before 1 Dec. Judith will send out an email reminder.

c. Victorian Holidays: 10/11 Dec here at the Masonic! We will close 8/9 Dec so we and the contributors can prepare the space. We will wrap our shelves on weekend of 2/3 Dec. Trees arrive on 3 Dec.

d. UHL Agreement signing: Tony will sign this tonight (annual membership in UHL).

e. 2012 Annual Meeting: 9 Jan 2012. Notice will be placed in Enterprise by Tony, to include statement that monthly meetings will be held second Monday of each month at 7pm.

f. Electronics recycling day Jan 7, 2012– Tracy Russell proposed and would like to run this year. More to follow.

g. Storage shelves: David Lasselle would like to build storage shelves for the mechanical room at the library – it would help him get his Eagle Scout badge. Judith will ask him to come and present to us when he is ready.

h. Pay Masons for hall use: We are using their facility and incurring heating and electrical expenses for them. We currently are not paying rent at KeyBank and are allowed to store our books there rent free until Apr 11. Tony proposes that we pay them the rent that we normally would have been paying KeyBank (\$255/mo). Betty will discuss with Mr. Gessick about the right way to handle this expense. Mike moved to appropriate \$1500 towards utilities in the Masonic lodge contingent upon advice of Mr. Gessick on appropriate accounting procedure. Ellen seconded. All voted in favor.

9. Ron moved to adjourn at 8:54; Ellen seconded. Meeting was adjourned at 8:54 pm.

Respectfully submitted,

//signed//

Christine Lennard
AFL Recording Secretary

Attachments:
1. Nov Agenda
2. Draft Audit
3. Sep meeting minutes (3 dates)
4. Oct 11 Director's report
5. Treasurer's Reports (Sep and Oct 11)