



ALTAMONT FREE LIBRARY
Board of Trustees Regular Meeting
February 9, 2015
7:00 p.m.

Present: President Yvette Terplak, Vice President Sally Dague, Secretary Tracy Russell, Treasurer Michelle Stevens, Christine Capuano, Christine Carpenter, Ron Ginsburg, Bob Haggerty, Director Joseph Burke

Absent: Ruth Dickinson, Christine Lennard

The meeting was called to order at 7:05 pm by Yvette Terplak.

Oaths of office was administered to incoming 2015 Secretary Tracy Russell.

Approval of Minutes

The minutes of the 2015 Annual Meeting

Motion to accept by Vice President Dague, second by Christine Carpenter and approved.

The minutes of the January 12, 2015 meeting were reviewed.

Motion to accept with spelling corrections by Bob Haggerty, second by Vice President Dague and approved.

Director's Report

Joseph Burke

Written report submitted

Additional comments:

- Change in "go live" date for Sierra ILS, March 31. Director Burke and Marybeth Mulligan will attend the training and then will train the staff
- Deadline for state reports is the 23rd; Treasurer Stevens and former Treasurer Betty Ketcham.
- Altamont Village estimate is due February 27, budget hearing on April 7
 - President Terplak will contact Mayor Gaughan to verify the date the library budget will be discussed
 - President Terplak and Vice President Dague will attend the hearing, received \$49,500 in 2014, will be requesting \$54,000
- Director Burke and Marybeth will be attending a training Thursday, February 12, Vice President Dague will cover the library

Treasurer's Report

Michelle Stephens

Written report presented

- Review and discussion of Profit and Loss
- Review and discussion of Balance Statement

Motion to accept the Treasurers Report as information by Christine Capuano, second by Vice President Dague, approved.

Committee Reports

- Personnel Committee
 - Marybeth Mulligan has accepted the position of Assistant Director, Director Burke has made the formal appointment.
- Building Committee
 - The exterior door is sticking, President Terplak will have it looked at and repaired
 - Vice President Dague mentioned the light bulbs need to be replaced and consistent. Director Burke will work with Bob Haggerty to investigate different types of lights and have them installed.
- Finance Committee
 - The audit preparations are underway, Treasurer Stevens is working with Tom Gessick, Accountant to get this done quickly
- Policy Committee
 - Committee will meet before the next board meeting
 - Committee will initially work on a financial policy, nepotism policy and an acceptable use policy for social media outlets
- Gala Committee
 - "at a glance" recap – photo review by Ron Ginsburg
 - Review of the details, all was positive
- Long Range Planning Committee
 - Will meet March 5, 7pm-9pm at the Altamont Reform Church, 129 Lincoln Ave, Tim Burke will join the meeting

Old Business

- SEFCU resolution – Vice President Dague has the resolution, it has been signed and she will deliver to SEFCU
Motion to accept the resolution made by Secretary Russell, second by Ron Ginsburg, approved.
- New Trustee Applications
 - Megan Connelly
 - Michael Seinberg
 - Lori McCutcheon
 - Linda Cure*Motion to accept the slate of applicants as new board members Treasurer Stevens, second by Ron Ginsburg, approved.*
- Library Advocacy Day
 - Wednesday, Feb 25, Libraries are Education
 - Director Burke will provide the details as to the meetings

New Business

- Farmer's Market Resolution
 - The Village needs a resolution from the Trustees to allow the vendors to set up outside the Library to relieve the Library of liability.
Motion to approve multiple vendors for the purpose of a Farmers Market outside the Library made by Secretary Russell, second by Treasurer Stevens, approved.
- 100th Anniversary 2016
 - President Terplak will appoint a committee to begin the planning for the 100 year Anniversary. There has been expressed interest from community members. Terplak will report the committee development at the March Board meeting.
- Library charter update
 - Stipulates that we have up to 7 members of the Board of Trustees; each year a waiver has been filed to allow AFL to operate outside of the charter. It has been requested by Tim Burke that we update our charter to reflect how we are operating and to resolve the conflict between the Bylaws and the Charter. The cost to update our charter will incur a fee of approximately \$60 and will correct the situation. Director Burke recommended that we review our charter and make all changes at the same time. It was resolved that the change to the charter would follow the long-range planning discussion to be sure that we can include all items that need to be changed at the same time.

Other Business and Comments

- Guilderland Library, April,
Motion to pay the \$65 fee for Director Burke to attend the Guilderland Library Gala made by Secretary Russell, second from Bob Haggerty, after discussion all approved.
- Welcome Reception and Employee Appreciation, March 1, 2015
 - Planning Committee will be led by Christine Carpenter and Treasurer Stevens
 - President Terplak will make sure the date works for the staff

Adjournment

Motion made by Ron Ginsberg to adjourn, second by Bob Haggerty, approved.

Meeting adjourned at 8:37 pm

Next Board Meeting March 09, 2015