



**Minutes of the Regular Meeting of the Board of Trustees  
Nov. 9, 2015, 7 p.m.**

**Present:** Board Trustees Christine Carpenter, Christine Capuano, Megan Connolly, Linda Cure, Ruth Dickinson, Ron Ginsburg, Bob Haggerty, Christine Lennard, Lori McCutcheon, Michelle Stevens, Yvette Terplak and Library Director Joseph Burke

**Absent:** Sally Dague, Tracy Russell

The meeting was called to order at 7 p.m. by Board President Yvette Terplak.

A motion was made by Michelle Stevens and seconded by Christine Lennard to move into Executive Session. A motion was made by Linda Cure and seconded by Bob Haggerty to leave executive session.

**Review and acceptance of Minutes of October 2015:** A motion was made by Linda Cure, seconded by Megan Connolly to accept the minutes of the Oct. 12, 2015 meeting, pending changes made to the spelling of Ron Ginsburg and Tom Sands' names. This was passed unanimously by the board.

**Director's Report, October 2015,** was presented by Library Director Joe Burke. Highlights include:

- The library has experienced its tenth straight month of increased circulation.
- The library will be partnering with a student with disabilities from Guilderland High School for a school-to-work experience, beginning Dec. 7. The student will have the support of a job coach while at the library.
- The library recently received an appropriation of \$53,000 from the Town of Guilderland for 2015, which Joe believes is a satisfactory level of funding.

**Treasurer's Report:** Treasurer Michelle Stevens highlighted the following information from the year-to-date profits and loss report:

- \$10,000 bullet aid deposited
- A donation from Eli Lilly represents the largest pool of donations
- The installation of overhead fans represents the largest expenditure in the report
- The 2015 budget appropriation from the Village of Altamont has not yet been received. Paperwork will be filled out and approved by their board at next meeting to secure this appropriation.
- Joe Burke and Michelle Stevens will be meeting with Priority Payroll the week of Nov. 16. The library will begin using this service for payroll in January 2016.

Yvette Terplak made a motion to accept the October 2015 Treasurer's Report. This was seconded by Linda Cure and passed unanimously by the board.

## Committee Reports:

- Program—did not meet.
- Building
  - Bob Haggerty reports that the library will be receiving an estimate from Old Mohawk Historic Preservation for roof maintenance the week of Nov. 9.
  - 2015 Construction grant amendment update – Interior windows have been delivered and are ready to be installed. Only pieces left to be funded by this grant are the exterior windows and door. Bob has been in contact with Losco Construction, the company that will soon complete this work.
  - Steven Terplak and Bob Haggerty replaced the blown ceiling lightbulbs in the library.
- Policy – did not meet. Committee will be reviewing all policies in advance of next meeting.
- Long Range Planning – The final version of the plan will be reviewed by the board and be placed on the December board agenda for discussion and approval.
- 100<sup>th</sup> Anniversary
  - The 100<sup>th</sup> Anniversary event will take place on July 16, 2016 at the Brietenbach's property in Altamont. The committee is looking to obtain large tents for use at this event. The committee continues its planning for this event.
  - The committee has advised against co-mingling publicity for the 100<sup>th</sup> year celebration with that of the gala.
  - Linda Cure has ordered tote bag, mug and postcards and mouse pad printed with the official logo of the centennial celebration, which was designed by Christine Capuano. Sample items will be displayed at circulation desk and orders will be taken by staff and submitted by first week of December.
  - Next planning meeting on Nov. 12.
- Gala
  - Gala “save the date” cards have been sent to local dignitaries and politicians.
  - Next planning meeting will be held on Nov. 17.
  - Yvette Terplak will be meeting with Elegant Touch about catering for the event.
  - Yvette will be meeting with Jim and Wanda Gardner at Enterprise Printing about honoring them at Gala.
  - Sally Dague and Yvette Terplak are working on honorary committee invites with the goal of having these ready to send in early December, 2015.
- Nominating Committee— offered two individuals for consideration as board officers for 2016: Michelle Stevens as treasurer and Yvette Terplak as president. A motion was made by Christine Lennard and seconded by Ron Ginsburg to nominate Yvette Terplak as president and Michelle Stevens as treasurer for 2016. This was unanimously accepted by the board.

## Old Business:

- Bake Sale—realized \$1,021 from bake sale held on Election Day. Yvette Terplak will send letter of thanks to Pat Spohr, Lois Ginsburg and Mary Heifienger for their help in coordinating the sale and will send letter of public thanks to the Enterprise for publication in next week's edition.
- Dec. 13 Victorian Holiday plans are underway. Joe Burke will open the library at noon on this day. Three vendors will have tables in the community room and Storyteller Nancy Paine will be presenting at the library on this day.
- Gingerbread Houses—On Dec. 7, volunteers will be preparing the bases for the gingerbread houses at Ruth Dickenson's home. Volunteers needed at 7 p.m. Will be making at least 30. MaryBeth Mulligan will handle sign-up and the purchase of candy to decorate.

- Quilt Raffle—\$350 in tickets have been sold, to date. All board members need to sell and return the money from the tickets they were allotted. A new, book-themed quilt for centennial is underway. Ruth Dickenson reports that it is lovely.

**New Business:**

- Library Lights, Dec. 6, 2015--Erik Kuck is working on this project along with Tony Kossmann. Altamont Public Works will hang the lights in the Gazebo. The submission form will be available at the library and in an. ad/notice that will be printed in the Altamont Enterprise.

**Other Business and Comments**

- Correspondence—A “thank you” was received from AFL Clerk Anne Cartmell for the gift certificate and flowers the board had sent during her convalescence. A “thank you” was received from Yvette and Stephen Terplak for the flowers sent to their family in memory of Steven’s mother. Yvette Terplak read into the record a letter from Erik Kuck, who has submitted his resignation from the board. Erik will continue to volunteer on behalf of board.

There was no other business, nor additional comments. The meeting was adjourned at 9:01 p.m. after a motion by Ron Ginsburg, which was seconded by Michelle Stevens and approved by the board.

*The next regular meeting of the Altamont Free Library board of trustees will be held on December 14, 2015.*