



ALTAMONT FREE LIBRARY
Board of Trustees Regular Meeting
February 13, 2017
7:00 p.m.

Present: President Christine Carpenter, Vice President Dan Capuano, Treasurer Michelle Stevens, Secretary Linda Cure, Sharon Forman, Ron Ginsburg, Bob Haggerty, Rachel Lane, Lori McCutcheon, Elizabeth Searing, Melanie Shatynski and Director Joseph Burke

Absent:, Dick Howie, Robin Love, Vicki Vattimo
Public: None

The meeting was called to order at 7:05 pm by Christine Carpenter. Christine welcomed Melanie Shatynski to the Board and administered the oath.

Approval of Minutes

The minutes of the January 9, 2017 regular meeting were reviewed.

**Motion by Michelle Stevens to accept the January 9, 2017 minutes, second by Lori McCutcheon, approved.*

Director's Report

Joseph Burke

Written report submitted, attached

Joe thanked the Board for a very successful gala. Joe relayed to the Board that CM Fox will be doing a fundraising gala at Orchard Creek on April 29th and the proceeds will be split between Guilderland Public Library, Altamont Free Library and the two local food pantries.

Library Lobby Day will take place on March 1 and morning meetings are scheduled with Assembly member Fahy's office and Senator Amedore's office.

Joe also reported to the Board that the Library will be collecting items for Syrian refugees before the potluck.

Treasurer's Report

Michelle Stevens - Written report submitted and reviewed.

**Motion by Lori McCutcheon to accept the December Treasurer's report, second by Linda Cure, approved.*

**Motion by Rachel Lane to accept the January Treasurer's report, second by Elizabeth Searing, approved.*

Committee Reports

- Personnel Committee - Did not meet.
- Program – Did not meet. The committee will meet in early March.
- Building Committee – Bob reported that the 'art wall' in the conference room still needs to be completed. He will contact Rick Grant, who has already submitted an estimate, to complete the lighting. Christine will contact Sally Dague to finalize the paint choice so that the project can be completed. Bob and Joe reported that Mike LaMountain did perform a maintenance inspection this Fall on the HVAC and the patio construction is scheduled for late spring.
- Finance – Did not meet. Christine, Michelle and Joe did extensive work to complete the State report. The committee and Board thanked Joe for his tremendous effort.
- Policy – The Policy committee met and Elizabeth reported that the committee is working on the social media policy and will present an updated policy at the March meeting. There are five other policies that need to be reviewed. Joe recommended that the Policy committee add a credit card and financial policy. He also recommended looking at similar Association library policies (i.e., Trustee Treasurer) such as Castleton to assist in framing the policy.
- Gala – The Board felt the Gala was very successful and still very well received by the community. Christine and Joe thanked everyone for their efforts and Sharon reported that \$8,340 was collected for the silent and live auctions. Yvette has offered to write thank you notes and a complete financial report will be available once the final expenses and income have been tallied.

Old Business:

- Assistant Treasurer Description – Christine presented a draft description. After discussion, it was tabled until a formal approval in March (to be incorporated in the upcoming formal By-Laws review by the Policy committee).
- Charter Revision – After discussion, the Board tabled the proposed amendment to the Charter, which was submitted to the Board by DLD, for further clarification on wording related to the Library's service area.
- Library Advocacy Day – see Director's comments above.
- Field Goods – After discussion, the Board recommended that a letter be sent to Ray Luhrman from Fox Creek Farm thanking him for his concerns and offering any CSA the opportunity to place their flyers or information in the Library.

New Business:

- Farmers Market Resolution for the Village of Altamont – The Village has requested a formal resolution from the Library Board allowing vendors to participate in the Altamont Farmer’s Market on the Library’s property as long as each vendor provides a Certificate of Insurance naming the Altamont Free Library as an additional insured.

**On a motion made by Dan Capuano and seconded by Rachel Lane, a motion to approve multiple vendors outside of the library for the purposes of the Village of Altamont Farmer’s Market in 2017, with the vendors providing liability coverage that names the Altamont Free Library as an additional insured was unanimously approved.*

- Establishing a By-laws Review Sub-committee – After discussion, the Board decided that the Policy committee would handle the By-laws review and make a recommendation to the full Board this year.
- 2017 Committee Sign-ups – Christine asked the Board to consider signing up for committee assignments. The Board was asked to notify her before the March meeting.

Other Business:

- Lori McCutcheon reported that she is working on the concert series and is planning on six concerts at this point. Joe reported that there is a \$3,000 budget for the concert series.

Adjournment

Motion made by Dan Capuano, second by Bob Haggerty to adjourn, approved.

Meeting adjourned at 9:10pm

Next Board Meeting: March 13, 2017 – Regular Board Meeting at 7:00pm.