



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

Present: President Christine Carpenter, Vice President Dan Capuano, Treasurer Michelle Stevens, Secretary Linda Cure, Sharon Forman, Bob Haggerty, Dick Howie , Rachel Lane, , Robin Love, Elizabeth Searing, Melanie Shatynski, Vicki Vattimo and Director Joseph Burke

Absent: Ron Ginsburg, Lori McCutcheon
Public: None

The meeting was called to order at 7:04 pm by Christine Carpenter.

Approval of Minutes

The minutes of the February 13, 2017 regular meeting were reviewed.

**Motion by Elizabeth Searing to accept the February 13, 2017 minutes, second by Michelle Stevens, approved.*

Director's Report

Joseph Burke

Written report submitted, attached

Joe reported that he had received a \$750 Stewart's Holiday Match grant to install a bike repair station outside of the library.

Treasurer's Report

Michelle Stevens - Written report submitted and reviewed. Michelle reported that the library received \$250 from Network for Good. Michelle will check the amount and shift it to another line. The Finance Committee should meet to discuss additional CD's and make a recommendation.

**Motion by Linda Cure to accept the amended Treasurer's report, second by Rachel Lane, approved.*

Committee Reports

- Personnel Committee - Did not meet.
- Program – The committee met and plotted out programming for the summer reading program “Build a Better World”. The Syrian potluck went very well and Joe reported they ended up with 2 carloads of donations. The StoryTeller series is going well and is well attended (April 7 – Mike Eck). The next potluck will be breakfast at night (3/27).
- Building Committee – The committee met on March 9th and discussed the bicycle repair station. Joe will work on programming around it and check with the police as well (Stewart's ice cream coupons for kids who wear helmets?).

**Motion by Dan Capuano to purchase and install the bike repair station at a cost of \$1,300 (\$750 from Stewart's), second by Rachel Lane, approved.*

Bob reported that the patio is scheduled for spring, est. cost is \$5,300 and it will take 3-4 days to complete. Funding is from Sen. Amedore (\$3,000) & Tom Spohr fund (\$4,375).

The committee is going to look into getting a plaque for Tom Spohr & Ruth Painter.

Rick Grant will be putting up the art lights.

The cupola needs to be cleaned and screened. Bob will have Dan Joyce look at it. Budget includes \$2,000 to fix the cupola.

- Finance – Did not meet.
- Policy & Bylaw Committee – Did not meet. The social media policy will be tabled until the next meeting. The next policy to be reviewed will be the Conflict of Interest policy.
- Long Range Planning – Christine presented an updated spreadsheet to the Board.
- Gala – The committee met and provided the Board with a wrap up of the event. The Board thanked Sharon & Yvette for their hard work. Check out went well. Approx. \$18,500 was raised this year. (See attached breakdown). Sharon recommended that we keep the cost at \$55 for next year. Christine will submit a letter to the editor of the Enterprise thanking the businesses, donors and patrons.
- Summer Concert Series – Lori reported that she has now confirmed all dates and performers. She will need assistance with the concert series.

Old Business:

- Assistant Treasurer Description – The finalized description (below) will be sent to the Bylaws Committee and then will be formally adopted when the Bylaws are updated.

DESCRIPTION:

The Assistant Treasurer shall assist the Treasurer with library financial duties, as mutually agreed upon by the Treasurer and Assistant Treasurer in consultation with the Board of Trustees. The Assistant Treasurer shall serve on the Finance Committee and assist the Treasurer with periodic financial reporting. Duties include but are not limited to, reconciling the cash register, periodic deposits, entering deposits into Excel and reconciliation of the checkbook. The Assistant Treasurer does not have check signing privileges. In case of a vacancy of either position (Treasurer or Assistant Treasurer), each may assume and perform the duties and functions of the other.

**Motion by Dan Capuano to accept the draft for the Assistant Treasurer description and send it to the Bylaws Committee to be incorporated in the updated Bylaws, and seconded by Michelle Stevens. Approved.*

New Business:

- Book & Garage Sale (May 6th) – The Board decided to just hold a book sale – no garage sale this year. Joe will need help.
- Summer Chicken BBQ – Dan offered to organize and will check w/St. Lucy's for use of the kitchen. Joe will submit a BUP to the Village for June 16th for Orsini Park.

Other Business:

- The Altamont Reformed Church is hosting free First Monday dinners. Joe, Christine & Michelle will go to the next one to represent the library.
- Emergency Closings – Joe and Christine will make the decision as to closing the library for inclement weather, etc. Joe will notify staff and post the closing on social media.

Adjournment

Motion made by Dan Capuano, second by Elizabeth Searing to adjourn, approved.
Meeting adjourned at 8:30pm

Next Board Meeting: April 10, 2017 – Regular Board Meeting at 7:00pm.

Please note: There will be a joint meeting of the Policy/Bylaws Committee and the Executive Committee at 6:30 prior to the Board meeting.