



ALTAMONT FREE LIBRARY
Board of Trustees Regular Meeting
April 10, 2017
7:00 p.m.

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

Absent: Sharon Forman

Public: None

The meeting was called to order at 7:09 pm by Christine Carpenter.

Approval of Minutes

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

**Motion by Bob Haggerty to accept the March 13, 2017 minutes, second by Robin Love, approved.*

Director's Report

Joseph Burke

Written report submitted, attached

Joe reported that the concert w/Mike Eck had to be moved to Friday, 4/14, the Library received the full \$56,000 from Altamont and \$7,500 from Knox, and discussed the final state budget numbers and how they affect libraries. He let the board know that the CM Fox Gala will take place on 4/29 and the UHLS Annual Dinner will be at Albany Country Club on 6/14.

Treasurer's Report

Michelle Stevens - Written report submitted and reviewed. Michelle reported that the library received \$1,000 from Lilly (Tom Sands' co.) and ½ goes to the Museum.

**Motion by Melanie Shatynski to accept the Treasurer's report, second by Rachel Lane, approved.*

Committee Reports

- Personnel Committee - Did not meet.
- Program – Did not meet.
- Building Committee – Did not meet – Bob reported that the lights have been installed in the conference room.
- Finance – Did not meet.
- Policy & Bylaw Committee – Met on 4/10/17. The committee approved the wording for the Assistant Treasurer description and had further discussions about the social media policy.
- Long Range Planning – Christine presented an updated spreadsheet to the Board at the last meeting and asked the Board to review it. She suggested holding a Board retreat to update our mission statement. She may be able to get Winsome Fotheringham to facilitate.

Old Business:

- Book Sale – 5/6 – Joe passed a sign up sheet around to solicit help before, during and after the book sale. Steve Terplak will pick up the left over books.
- Chicken BBQ – 6/16 – This will be Dan's last year chairing the BBQ. He will check with Altamont Reformed Church to reserve the kitchen. Sign up sheets & brownies will be distributed in May.
- Policy Committee – Assistant Treasurer Amendment to the Bylaws. After discussion:

**Motion by Linda Cure to accept the Assistant Treasurer Amendment to the Bylaws (amended by taking out the word Excel and replacing w/a spreadsheet), second by Vicki Vattimo, approved.*

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 a spreadsheet 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.

- SEFCU signature card – Michelle, Dan & Christine will sign the card.

New Business:

- Elizabeth Searing thanked Joe for being on a recent panel “Emerging Issues in Non-profit Sector” at U Albany. Joe discussed the challenges faced by AFL.

Other Business:

- Joe has been invited to speak on library history at St. John’s.
- Mayor Gaughan’s retirement party is this Sunday and the Library will send him a card and a letter welcoming Kerry Dineen, the new mayor.

Adjournment

Motion made by Dan Capuano, second by Michelle Stevens to adjourn, approved.

Meeting adjourned at 8:03pm

Next Board Meeting: May 8, 2017 – Regular Board Meeting at 7:00pm.