

ALTAMONT FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
November 19, 2018
7 p.m.

MINUTES

Present: President Christine Carpenter, Amanda Beedle, Bob Haggerty, Rachel Lane, Melanie Shatynski, Melissa Whipple, Director Joseph Burke, Michelle Stevens, Ron Ginsburg

Absent: Vice President Dan Capuano, Treasurer Elizabeth Searing, Dick Howie

The meeting was called to order by Christine Carpenter at 7:02 pm

Minutes, October 2018

Motion made by Ron Ginsburg and seconded by Bob Haggerty. The minutes of the October 2018 Board meeting were approved.

Director's Report

October 2018 presented by Library Director Joe Burke. Highlights included:

- higher circulation than last October 2017, possibly ever!
- Knox and Guilderland budgets approved with everything asked for
- Very good fundraising for the Election Day bake sale!
- Library Lights is at 6pm on Friday Dec 7th.

Treasurer's Report

The September financials are complete through September. Motion to approve Michelle Stevens, seconded by Amanda Beedle, and approved by the board.

Committee Reports:

- Personnel – Did not meet
- Program – Did not meet
- Building – Did not meet
- Finance -
Discussed the September financials in the Treasurer report and new Bookkeeper.
- Policy –
Did not meet. The personnel policy should be updated before the end of the year if possible to discuss what happens to remaining time off before.
- Long-Range Plan –
Did meet. Joe is finishing the retrospective of the last 3-year plan. Will have it out to be discussed in December meeting.
- Gala –

Had an envelope stuffing party. Letters went out for the honorary committee. Have already gotten \$4400!

- **Nominating Committee –**

Voting for officers for 2018.

Motion for Christine Carpenter to extend her time on the board for another year from Melanie Shatynski and seconded by Michelle Stevens.

Motion by Amanda Beedle and seconded by Ron Ginsberg to approve the officers from the nominating committee below.

President -> Dan Capuano

Vice President -> Christine Carpenter (will need an exception by the board to extend her membership on the board by a year)

Secretary -> Rachel Lane

Treasurer -> Elizabeth Searing

Assistant Treasurer -> Melanie Shatynski

Motion to accept the recommendation of the Nominating Committee made by Amanda Beedle and seconded by Bob Haggerty. Approved by the board.

Old Business:

Motion to leave regular session to go into executive session to discuss the hiring of the new book keeper by Michelle Stevens and seconded by Bob Haggerty.

Motion to enter Executive Session by Melanie Shatynski and seconded by Amanda Beedle.

Motion to exit Executive Session by Ron Ginsberg and seconded by Michelle Stevens.

Motion to enter regular session by Amanda Beedle and Michelle Stevens

Bookkeeper

Motion to offer the position of the Book keeper to Jason Cooper at \$25/hr by Michelle Stevens and seconded by Bob Haggerty. Approved by the board.

New Business:

UHLAN Agreement Extension – see Director notes.

Motion to accept the extension agreement for the UHLAN Services for 2019 from Ron Ginsburg and second from Michelle Stevens. Approved by the board.

Library Lights – see Director notes.

Victorian Holiday Celebration – see Director notes.

Thank you to Ron Ginsburg for asking for birthday gifts donated to the library!

Thank you to Amanda Beedle for getting the ALF movie tickets for the Fantastic Beasts program!

A motion to adjourn the meeting was made by Ron Ginsburg and seconded by Bob Haggerty at 8:12 pm.

*Next Board meeting
December 17, 2018*