

**RUSH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**December 18, 2018**

**PRESENT:** K. Kirk, B. Herman, K. Pruden, C. Raymond, J. Lederman, H. Carter, K. Flass (Director), R. McCarthy (Town Board)

**ABSENT:** T. Shearn, L. Laskowski

**APPROVAL OF November 20, 2018 MINUTES:** Motion by B. Herman and seconded by J. Lederman to approve the minutes. Motion passed.

**NEXT MEETING:** January 15, 2019

**OLD BUSINESS:** Oaths are due by next month and will be done at the January meeting. Discussion was had with regard to planning of a Library social night at the pavilion. The Board decided that the planning of such an event would be tabled to 2019.

**NEW BUSINESS:** K. Flass reported to the Board that Game Night in partnership with the Creekside is planned for February 4, 2019 from 6-8 p.m. Creekside will offer drink and food specials. Game Night will be the first Monday of every month. K. Flass is partnering with C. Frank in the bringing back of Hometown Days to Rush. It is planned for June 1, 2019, at the Veteran's Park. Main focus will be bringing the town together for good food and fun. It is anticipated that there will be a craft table for the kids to do crafts. There will be no craft/goods for sale. Time for the event is yet to be determined. K. Flass discussed with the Board the Director's evaluation. Last evaluation was in 2014. Discussion was had with regard to tweaking the present evaluation and to provide a method of measurement of long term goals. The format of Ogden's director evaluation was discussed in comparison with the evaluation format last used by K. Flass. Discussion was also had that the Board should also be evaluated by K. Flass as well to ensure that the director's needs were being met by the Board. K. Flass will provide a boiler plate evaluation using the Ogden format to the Board via email and hard copy. Comments from each Board member is due at the February 19, 2019, meeting. The final evaluation will be done at the March 19, 2019, meeting. Review of the Trustee Handbook is to be completed by each board member by the January meeting. K. Flass discussed with the Board the need to update the Policy Handbook. K. Flass will make the handbook available online so that it can be reviewed by the Board. Examples of what needs to be updated include the need for a social media policy as well as a security camera policy.

**TREASURER'S REPORT:** K. Flass reviewed the Bank Accounts Register in L. Laskowski's absence. The CD proceeds were deposited into the savings account and not checking. Motion made by K. Pruden and seconded by C. Raymond to approve the Bank Accounts Register. Motion passed

**FRIEND'S REPORT:** No report.

**DIRECTORS' REPORT:** K. Flass reviewed her report submitted to the Board. Circulation was down slightly, though not significant in comparison with other libraries. Overdrive is doing well. Reserves are leveling out which is to be expected. Several libraries are dropping their hold fees, though not universal yet. Vouchers #170-179 totaling \$2,056.65 as well as payment of the Frontier bill were approved by motion made by C. Raymond and seconded by H. Carter. K. Flass has an appointment with the Building Inspector on December 21, 2019, to discuss the walkway project. The redesign of the website is 75% complete.

**EXECUTIVE SESSION:** H. Carter moved that the Board go into Executive Session to discuss a personnel matter which J. Lederman seconded. Board went into Executive Session at 8:01 p.m. B. Herman moved that the Board come out of Executive Session and seconded by J. Lederman. Board moved out of Executive Session at 8:08 p.m.

**TOWN BOARD LIAISON REPORT:** R. McCarthy advised the Board that the Town Board's organizational meeting is set for January 9, 2019.<sup>1</sup> Big topic before the Town Board is the community solar project. Another public hearing will be held after proposed changes are incorporated into the proposed change to the zoning law.

**ADJOURNMENT:** On motion by B. Herman and seconded by J. Lederman to adjourn the meeting. Motion was passed and the meeting was adjourned.

Respectfully submitted,  
Kelly Pruden, Board Secretary

*Rush Public Library, a community resource for over 100 years.*

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<sup>1</sup> This date is updated per the email received from R. McCarthy which provided the correct date of the meeting.