

**RUSH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**January 16, 2019**

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

**ABSENT:** K. Pruden

**APPROVAL OF December 18, 2018 MINUTES:** Motion by K. Kirk and seconded by J. Lederman. Motion passed.

**NEXT MEETING:** February 19, 2019

**TREASURER'S REPORT:** L. Laskowski reviewed the bank account register. The updated appeal donations were reported at \$4,565. Motion made by K. Kirk and seconded by J. Lederman to approve the Bank Accounts Register. Motion passed.

**FRIENDS REPORT:** No report. K. Flass advised on things library boards can do to help and support friends group from Trustee Handbook pg 75.

**OLD BUSINESS:** Trustee Handbook discussion. K. Flass presented the Trustee Handbook Actions from pg. 114-115. The board reviewed the actions and added following to her list: Update the library website for these items: the newsletter, officers, board meeting minutes and dates. (Website staff member was out on bereavement leave.) Discussion was had regarding the following from the Trustee Handbook: creating a job description for library board members, possible safety drill procedure for library staff, creating a brochure with basic info about the library, creating a board self-evaluation procedure. B. Herman advised the board to create a Policy Handbook Review Committee. K. Kirk motioned, J. Lederman seconded. Motion passed. Committee members are B. Herman, H. Carter, J. Lederman, and K. Flass.

**NEW BUSINESS:** K. Kirk motioned to accept T. Shearn's resignation. J. Lederman seconded. Motion passed. H. Carter will be an additional check signer. The open board position will be offered to the previous candidate. K. Kirk will make the contact. Reminders: Game Night at the Creekside Inn on February 4, 6-8 pm. Invite your friends. The next Game Night will be on March 4. The Board was assigned to complete the director's evaluation shared by email and distributed at the meeting and to bring their completed evaluation to the Feb. meeting for discussion.

**DIRECTOR'S REPORT:** K. Flass reviewed her report submitted to the board. Annual report stats for 2018 were reviewed and discussion had in regards to increasing youth and teen program attendance. K. Flass noted that Leary Elementary School no longer schedules a field trip to the library, which has helped to educate students in the past about the many purposes of a public library. K. Flass was charged to find out why there were no field trips last year. Teen attendance is down. NYS sales tax due March 20. Vouchers #1-10 for \$2,541.85 were approved by motion made by K. Kirk and seconded by C. Raymond. Motion passed. Bullet aid total of \$13,310.09 is earmarked for covered walkway. K. Flass met with building inspector, starting request for proposal process. K. Flass reported that Supervisor Frank is beginning the RPF process to repair the building roof leak. New web site should be ready within the month. K. Flass along with other MCLS members, met with Assembly Member Marjorie Byrnes and discussed MCLS and its needs. Meeting with Senator Rich Funke is 1/17. MCLS Director's Retreat 1/24. Director's Council meeting 2/6. K. Flass vacation 2/26-3/7.

**TOWN BOARD LIASON REPORT:** R. McCarthy reported roof repair project is moving forward and are currently in the bid process for the different aspects of the project.

**ADJOURMENT:** On motion by K. Kirk and seconded by J. Lederman to adjourn meeting. Motion was passed and meeting was adjourned.

Respectfully submitted,  
Cindy Raymond, Board Member (in K. Pruden's absence)