

BOARD OF TRUSTEES

Meeting Minutes

April 16, 2019

ROLE CALL AND DETERMINATION OF A QUORUM: The meeting was called to order by Becky Herman, President, who determined that a quorum was present.

Trustees Present: Becky Herman, Hal Carter, Karin Kirk, Julia Lederman

Trustees Absent: Cindy Raymond

Others Present: Kirsten Flass, Director; Letty Laskowski, Treasurer; Rita McCarthy, Town Board Liaison

APPROVAL OF MINUTES: On motion of Karin Kirk, seconded by Julia Lederman, the Board Meeting Minutes of March 19, 2019 were unanimously approved.

TREASURER'S REPORT: Ms. Laskowski reviewed the Bank Accounts Register. On motion of Julia Lederman, seconded by Karin Kirk, the Treasurer's Report was unanimously approved with the direction that a copy of the Bank Accounts Register be maintained in the Library records.

DIRECTORS' REPORT: Ms. Flass presented the monthly Director's Report. Kirsten has received two applications for Board membership and will be passing them on to committee. On motion of Karin Kirk, seconded by Becky Herman, the Director's Report, including the vouchers for \$3,939.59, was accepted and approved by unanimous vote with the direction that a copy of the Director's Report be maintained in the Library records.

OLD BUSINESS:

EXECUTIVE SESSION: On motion of Hal Carter, seconded by Karin Kirk and by unanimous consent, the Board went into Executive Session at 7:20 pm to discuss employment/employment history of a particular person.

The Board came out of Executive Session at 7:27 pm and reported that the Board took the following action during the Executive Session by unanimous vote: Approval and Adoption of the Annual Evaluation of Kirsten Flass, Director, directing the President to deliver such evaluation.

NEW BUSINESS:

On motion of Becky Herman, seconded by Karin Kirk, the Board unanimously adopted certain banking resolutions, a copy of which shall be attached to these minutes, pertaining to the authority of Letty Laskowski, Karin Kirk and Harold Carter to transact business on behalf of the Library and the Library Board at M&T Bank.

FRIENDS OF THE LIBRARY COMMITTEE REPORT: The High Tea Party will be held on May 11 from 3 to 5 to raise funds for summer reading prizes. The Library has applied to the Rotary Club for additional funding for a musician.

LIBRARY POLICY COMMITTEE REPORT: Report of the April 8, 2019 Committee Meeting

Committee Members Present: Kirsten Flass, Becky Herman, Hal Carter

Committee Members Absent: Julia Lederman

--Kirsten Flass shared her recommendations for changes to the 2011 Policy Manual. Hal Carter, Julia Lederman and Becky Herman agreed with the recommendations, but will also review the document for any additional changes. Kirsten will update the policy manual and share with us for final approval.

-- Hal Carter and Becky Herman reviewed the Emergency binder compiled by Kirsten Flass and agreed that it looks complete with two minor changes. Julia Lederman will also review it.

--We also reviewed the policy inventory document prepared by Hal Carter and will use this as a checklist for final documents.

--Kirsten Flass shared the current employee handbook with us. Hal Carter, Julia Lederman and Becky Herman each have copies to review and amend, if necessary.

--Overall the charge of this committee is to review or compile and provide to the full Board four documents:

- For external audience—Policy Manual
- For Internal audience—Employee Handbook
- For Board—Board Policy Manual
- Update By-Laws

Next committee meeting to be held at 6 p.m. on Tuesday, April 30th.

TOWN BOARD LIAISON REPORT: Rita McCarthy gave an update on the solar project discussions.

CALENDAR: The next regular Board of Trustees' meeting will be on May 21, 2019 at 7:15 pm. Other upcoming events include:

- the next Game Night at the Creekside Inn on Monday, May 6, 2019 from 6-8 p.m. Last one until the fall..

ADJOURNMENT: There being no further matters to come before the Board, the meeting was adjourned on motion of Karin Kirk, seconded by Julia Lederman.

Respectfully submitted,
Hal Carter, Vice President