

Livingston Manor Free Library
Board of Trustees Meeting
September 26, 2016

MINUTES

PRESENT: Chatral A'dze, Rose Brown, Jerry Ehrlich, Vicki Estabrook, Vera Farrell, Marge Feuerstein, Evan Madison, Virginia Sanborn, and Antoinette Schmidt.

ABSENT: Jan Carlson, Lena Lundquist and Terry Shultz. All absences were excused.

ALSO PRESENT: Kristin Fowler, Library Director

President Farrell called the meeting to order at 6:01 p.m.

Minutes: Ms. Estabrook made a motion to accept the minutes of the previous Board meeting as circulated. Ms. Sanborn seconded the motion. All in favor, the motion was accepted.

Treasurer's Report: Ms. Sanborn reviewed the financial statements. The cash balance as of August 30 was \$45,152. After discussion, on motion of Mr. Ehrlich, seconded by Ms. A'dze, the Treasurer's report was accepted.

OLD BUSINESS:

Tax Levy: Ms. Sanborn reported that LMCS will remit the \$500 balance from the 2106 tax levy in January, 2017. Ms. Fowler is to submit a voucher in November for the amount due.

Labor Day Festival: The Labor Day Festival activities were reviewed. The extensive volunteer efforts by Board members and other Library supporters led to a recommendation that we track volunteer time, as well as contributions so we can better tell the Library story.

Fund Drive Letter: The fund drive letter will be available later this week. Volunteer assistance to aid in stuffing envelopes was requested.

Payroll Services: Further discussion of payroll and bookkeeping services was deferred until after a meeting with RCLS Fiscal Officer Stephen Hoefler which is to be scheduled (see below).

NEW BUSINESS

Marilynn Fredenberg: Condolences were expressed over the death of former Library employee Marilynn Fredenberg.

Department of Labor Regulations regarding overtime pay and the salary threshold for exempt employees: Ms. Farrell reviewed the new DOL regulations which become effective December 1, 2016 and the options available related to our Executive Director. After discussion, Mr. Ehrlich moved to change the Director's review date to December 1 and to raise Ms. Fowler's salary effective that date to the \$47,486 minimum for a person to be considered an exempt employee. Ms. Sanborn seconded the motion which was then unanimously adopted.

Fiduciary Duty of Directors: Ms. Farrell reported on an RCLS program regarding the fiduciary duty owed by directors that she attended with Ms. Fowler. Stephen Hoefer, RCLS Fiscal Officer is willing to meet with the directors to discuss the recommended process for approving bills. Ms. Fowler will work on scheduling the meeting.

DIRECTOR'S REPORT

Ms. Fowler made a report on Library activities over the last month.

ADJOURNMENT

Ms. Estabrook made a motion, seconded by Ms. Sanborn, to adjourn the Board meeting. The motion was unanimously adopted and the meeting adjourned at 6:59 PM.

Respectfully submitted,

Jerrold Ehrlich, Secretary

MEETING NOTICE - October 2016 BOARD MEETING

The next scheduled Board of Trustees Meeting is Monday, October 24, 2016 at 6 PM at the Library.