

Livingston Manor Free Public Library
Board of Trustees Annual Meeting
January 30, 2016

MINUTES

PRESENT: Chatral A'dze, Jan Carlson, Jerry Ehrlich, Vera Farrell, Marge Feuerstein, Lena Lundquist, Virginia Sanborn, Antoinette Schmidt and Terry Shultz

ABSENT: Vicki Estabrook

ALSO PRESENT: Library Director Kristin Fowler

President Farrell called the meeting to order at 6:10 p.m.

Minutes: Mr. Shultz made a motion to accept the minutes of the previous Board meeting as circulated and corrected. Ms. Feuerstein seconded the motion. All in favor. Motion accepted.

Treasurers Report: Ms. Sanborn reported that the checkbook balance as of January 30, 2017 was \$10,958.82. The tax levy monies have not yet been received but have been vouchered and should be received soon. Bonnie Boyd, the bookkeeper is reorganizing the books and financial reports with new accounts. The change over will not occur until the 2016 reports are finalized. Once QuickBooks on-line edition is installed, only the bookkeeper will be able to make entries. The President and the Treasurer will have read only access. Mr. Shultz thanked Ms. Sanborn for her work and moved that the Treasurer's report be accepted. Ms. Feuerstein seconded the motion which was then unanimously accepted.

Nominating Committee

Trustees: Ms. Lundquist reported that Ms. Brown has submitted her resignation as a trustee. The committee recommended the reappointment of Ms. Esterbrook and Ms. Schmidt, trustees whose terms were expiring, to new terms to expire January 2020. The committee also recommended Ms. Michele Hemmer for a term to expire January 2020. Mr. Shultz moved to approve the report and elect the nominees as trustees. Ms. Lundquist seconded the motion. All in favor and the motion was adopted.

Officers: Ms. Lundquist reported that the committee recommended the reelection of Ms. Farrell as President, Ms. Feuerstein as Vice-President and Ms. Sanborn as Treasurer and Mr. Ehrlich as Secretary. Mr. Shultz moved to approve the report and Ms. Lundquist seconded the motion. All in favor and the motion was adopted.

Mr. Ehrlich announced that he expected to be moving from the community and would resign as a trustee and as Secretary after the February meeting.

OLD BUSINESS:

Fund drive letter report:

Ms. Fowler reported that the appeal raised \$4,992 to date. Mr. Shultz the donated an additional \$8 to bring the total annual appeal to \$5,000. In addition to distribution to all addresses and post office boxes in zip code 12758, a mailing was made to library members with addresses other than 12758 zip codes.

2017 Budget

Ms. Sanborn reviewed the final draft of the proposed 2017 budget. On motion of Mr. Shultz, seconded by Ms. Feuerstein, the Board unanimously approved the 2017 Budget and Ms. Fowler was authorized to grant staff raises, not to exceed \$1,000 in total.

NEW BUSINESS

Tax Cap:

After discussion of the possible 2018 tax cap and the library's needs, on motion of Ms. Sanborn, seconded by Mr. Shultz, the following resolution was unanimously adopted:

Whereas, the adoption of the 2018 budget for the Livingston Manor Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law section 3-c adopted in 2011; and

Whereas, General Municipal Law section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members, not therefore be it

Resolved, that the Board of Trustees of the Livingston Manor Free Library voted and approved to exceed the tax levy limit for 2018 by at least the sixty percent of the board of trustees as required by state law on January 30, 2017.

Committee Appointments:

Ms. Farrell appointed the following committees for 2017:

Nominating: Ms. Lundquist, chair, Ms. Carlson and Mr. Shultz.

Budget and Finance: Ms. Sanborn, chair, Ms. Carlson, Mr. Ehrlich, Ms. Estabrook and Ms. Feuerstein.

Programming and Fundraising: Ms. Feuerstein, chair, Ms. A'dze. Ms. Carlson, Mr. Madison and Ms. Schmidt.

Personnel: Ms. Farrell, chair, Mr. Ehrlich and Mr. Shultz.

Trustee Meeting dates

Ms. Farrell presented a calendar of trustee meeting dates for 2017. All meetings are to be on the last Monday of each month of the year except for the months of May, November and December when the meeting shall be held on the next to the last Monday of the month to avoid conflicts with holidays. There being no objections, the meeting calendar was adopted.

Policies

Snow closing. After discussion, Ms. Fowler was asked to draft a policy regarding weather related closing of the library. In general, it was decided that the library should be open if possible to do so without danger to staff or patrons.

Inappropriate computer use. As a result of recent incident in the library, the need for a policy on inappropriate use of computers was identified. Ms. Fowler will seek policy recommendations and samples from RCLS.

DIRECTOR'S REPORT

Ms. Fowler distributed a written report including recent special programs held and regular programs.

Executive Session

At 7:40 the Trustees entered into an Executive Session and Ms. Fowler left the meeting.

At 8:25 the Executive Session was concluded and the Trustees' meeting recommenced.

Adjournment:

Mr. Shultz made a motion to adjourn the Trustees' meeting, seconded by Ms. Sanborn. All in favor. The meeting adjourned at 8:30 p.m.

Next Meeting

The next scheduled Board of Trustees Meeting is February 27, 2017 at 6pm at the Library.

Respectfully submitted,

Jerrold Ehrlich, Secretary