

Livingston Manor Free Library  
Board of Trustees Meeting Minutes

PRESENT: Chatral A'dze, Michele Hemmer, Evan Madison, Lena Lundquist, Vera Farrell, Marge Feuerstein, Antoinette Schmidt

ALSO PRESENT: Kristin Fowler- Library Director

ABSENT: Terry Shultz, Vicki Estabrook, Jan Carlson

President Vera Farrell called the meeting or order at 6:02 p.m.

Minutes: Ms. Sanborn made a motion to accept the minutes from the previous Board meeting. Ms. Schmidt seconded the motion. All in favor, motion was accepted.

Nomination Committee: Ms. Lundquist moved to nominate Amy Hines as Trustee, seconded by Ms. Hemmer-unanimous agreement- nomination passed.

Ms. Lundquist moved to nominate Michele Hemmer as Board Secretary, seconded by Ms. Sanborn-unanimous agreement- nomination passed.

Treasurer's Report: The reconciled balance as of 4/20/2017 was \$113,885. The checkbook balance as of 4/27/2017 was \$108,080. On motion of Ms. Farrell and seconded by Mr. Madison, the Treasurer's report was accepted.

Discussion regarding an almost doubled electric bill from last year to this year- why? Kristin will talk to Peggy about possible suggestions. This will be looked into before the next winter season.

Inclement Weather Policy Discussion

The library will follow the Livingston Manor School District as far as closings due to inclement weather. When the library does close due to poor weather conditions, the public will be notified as well as the employees scheduled to work that day.

If the library officially closes due to inclement weather, employees scheduled to work that day will be paid.

Amendment of Charter Required by DLD

-discussion of revisions was led by Ms. Farrell

The number of trustees on the Library Board will range from 9 to 15 with the term of service being 3 years.

Ms. Schmidt motioned to pass this amendment, seconded by Ms. Sanborn unanimously approved

#### Vote on Final 2018 Budget

Ms. Farrell reviewed the budget with the Board. It will be available to the public. Ms. A'dze motioned to approve the budget contingent upon adding a line for the accounting expense- seconded by Ms. Sanborn- unanimously approved.

#### New Business

The possibility of a construction grant was discussed. An estimate of \$6,000 was given to possibly renovate and update the upstairs for organization and storage purposes. Discussion of a possible vestibule was brought up. Vera will speak with Gary for future discussion.

#### Director Evaluation Forms

Ms. Farrell distributed and went over the forms. Completed forms are due in two weeks either by email or mail to Ms. Farrell. Completed forms may also be dropped off at the front desk in a sealed envelope.

#### Programming and Fundraising Committee

Meeting May 11<sup>th</sup> at 3:30

#### Director's Report

Ms. Fowler provided the attached report.

#### Adjournment

Ms. Sanborn made a motion, seconded by Ms. Schmidt, to adjourn the Board meeting. The motion was unanimously adopted and the meeting was adjourned at 7:03 p.m.

Respectfully Submitted,

Michele Hemmer

#### **Meeting Notice May 2017 Board Meeting**

The next scheduled Board of Trustees meeting is Monday, May 22, 2017 at 6:00 p.m. in the library.