

LIVINGSTON MANOR FREE LIBRARY – MINUTES OF BOARD OF TRUSTEES MEETING – FEBRUARY 25, 2019

In attendance: V. Farrell, M. Feuerstein, A. Hines, L. Lundquist, V. Sanborn, T. Shultz, A. Schmidt, A. Steinhauer
Others: D. Laibstain, H. Barish
Absent: E. Carlson, J. Carlson, M. Hemmer

Meeting was called to order at 6:00 p.m.

Minutes of January 28, 2019 meeting

V. Farrell brought up two corrections: L. Lundquist is on the Programming Committee and the public vote on the proposed 2020 budget will be held in June, 2019. Motion to approve the draft minutes, as corrected, made by T. Shultz, seconded by M. Feuerstein – all in favor.

Financial Report

V. Sanborn reported that the checking account balance = \$149,430; savings account = \$18,015 and the Manor Ink account = \$14,129. There were no unusual items to report. Motion to accept the financial report made by T. Shultz, seconded by A. Hines – all in favor.

Motion was also made to add Treasurer to V. Sanborn's title so it would be Treasurer/Financial Officer made by A. Steinhauer, seconded by A. Hines – all in favor.

Committees

V. Farrell suggested the following persons as Chairs of each Board Committee: Personnel - V. Farrell, Nominating - L. Lundquist, Budget & Finance - V. Sanborn, Programming - A. Schmidt, Fundraising - M. Feuerstein. All accepted with grace and humility.

Motion was made by T. Shultz to amend the By-Laws (second reading) to separate the Programming and Fundraising Committees, seconded by M. Feuerstein – all in favor.

Personnel Policy

Motion made by V. Farrell to approve the amended Personnel Policy as recommended by the Personnel Committee to take effect immediately, seconded by A. Hines – all in favor.

Henry Barish

V. Farrell reported that Mr. Barish has accepted the position of fulltime Assistant Director, and that pending a permanent appointment of a new Director that his title be Acting Director. All were very much in favor.

Annual Report

V. Farrell reported that the annual report has been timely filed, and recommended all Board members who had not done so now look it over.

Bank Signatories

Motion was made by V. Sanborn to add A. Hines as a signatory to the Library's bank accounts at Jeff Bank, and to remove Mr. Laibstein as of his final day of employment (Feb 28, 2019), seconded by T. Shultz – all in favor.

By-Laws

V. Farrell explained that the By-Laws need to be amended to correct an inference noted by RCLS that the Directors' terms seem to be 13 months rather than the prescribed 12 months. Accordingly, a motion was made by A. Schmidt, seconded by L. Lundquist, to amend the By-Laws to make clear that the member terms will be begin on January 1 of each year and end on December 31 of the same year, and that they Nominating Committee shall meet in October of each year in order that the slate of Directors for the ensuing year may be voted on in November of each year – all in favor. The second vote on these changes will be held in March.

Books Storage

A. Schmidt reported that she has spoken with the owner of the garage where the donated books are currently stored, and they will have to be removed sometime in March. M. Feuerstein offered to speak with Shaver's Moving who have helped us in the past to determine if we can store the books in that facility.

Hiring

Hines reported that we are not intending to launch a search for a new Director at this time. We are looking for part-time front desk help – soliciting applications from both adults and students.

Fundraising

V. Farrell reported that the year-end fundraising campaign brought in \$4570, up from \$4140 the previous year. A. Hines reported that this amount does not include donation of \$500 that just came in. A. Steinhauer volunteered to analyze the donations to see how many/much of the contributions come from repeat donors.

Manor Ink

Steinhauer reported that the newspaper is having a “good problem” in that the copies are being so readily taken so that we are running out before the end of each month. A. Hines is looking into the cost of increasing the print run, at least for the spring/summer months.

Director’s Report

Mr. Laibstain gave his monthly report. It was noted that the Programming Committee should re-engage to help increase the number of offerings and attendance.

Mr. Laibstein

V. Farrell thanked Mr. Laibstain for his service to the Library and wished him well in his future endeavors. Seconded by all.

The meeting adjourned at 6:56 p.m.