

## **Livingston Manor Free Library Minutes**

**February 24, 2020**

**Present-** Ms. Farrell, Ms. Lundquist, Ms. Schmidt, Ms. Hemmer, Ms. Hines

**Absent-** Mr. Steinhauer

Meeting called to order- 6:00 by Ms. Farrell

Motion to approve January minutes by Mr. Shultz, seconded by Ms. Carlson, unanimously approved

### **Treasurer's Report (Ms. Sanborn)**

\$136,895.03 balance in checking and \$18,051.03 balance in savings

Ms. Hines moved to transfer \$20,000 from savings to restricted capital reserve fund to be used for capital projects and repairs, seconded by Mr. Shultz, unanimously approved

Mr. Shultz moved to accept the Treasurer's Report, seconded by Ms. Feuerstein and unanimously approved

### **Old Business**

Library Debit Card- A \$500 debit card allowance to be used by Director Barish was moved by Mr. Shultz and seconded by Ms. Hines and unanimously approved

RESOLVED, that Mr. Henry Barish, Director of the Library, is authorized to use the Library's Jeff Bank debit card, but with no ATM privileges, up to a POS limit of \$500 per transaction.

### **Manor Ink (Ms. Hines)**

Manor Ink's 2019 budget was \$23,800, the 2020 budget is \$28,000

-this is to the currently used press closing

### **New Business**

-Jessica Davis will be head of children's summer programming taking the place of Michele Hemmer

-this position will come with a stipend yet to be determined

-Raises for current staff were discussed

-Safe Deposit Box

-Ms. Farrell will conduct a physical inventory of its contents

-Stock Certificates

-Mr. Shultz moved to transfer library paper stocks to American Stock Transfer, seconded by Ms. Hines and unanimously approved

-Discussion was had regarding a review of the library's current deed and the need for a free and clear title

-Ms. Farrell will look into this

-The library has not been receiving any credit for the solar panels from NYSEG for many months. Mr. Barish will look into the reason.

-Programming Committee will meet 2/26 at 3:00

### **Director's Report**

-Attendance to programs have been steady with the exception of Saturday morning story hour which has been increasing

-Circulation is up due to the story hour participation increase

-RCLS has been coming to decrease our book collection

-Long Range Plan

-Mr. Steinhauer has been appointed to lead the task force in charge of updating this plan

-Motion to approve and accept the annual report by Ms. Hines and seconded by Mr. Shultz, unanimously approved

7:06 Motion to adjourn by Mr. Shultz, seconded by Ms. Sanborn, unanimously approved