

**Stillwater Free Library
Board of Trustees Meeting Minutes
July 14, 2009**

Meeting was called to order at 7:00 pm by President, Joseph Steele.

Roll Call:

Trustees present: Mary Ann Barbolt, Kim Garrett, Claire Haizlip, Mary Herlt, Chris Izzo, Tom Mellon, Joe Steele, and Joe White. Absent: Joan Allen.

Executive Sessions Items: None.

Introduction of Guests: None.

Nominations & Elections Committee: No report.

Minutes: Motion by Tom Mellon seconded by Kim Garrett to approve the minutes of the June 9, 2009 Board meeting with no additions, corrections or deletions. Motion carried unanimously¹.

Treasurer's & Finance Committee Report: As of June 30, 2009 Expenses were \$20,237.75 (includes \$9,664.29 for Capital Improvements) Income for June \$8,947.67 (includes \$7.881 from SED – the final payment).
As of June 30, 2009 Total Cash Assets = \$176,891.47 (See Statements of Cash Flow and Balance Sheet).

Capital Improvement expenses were for: landscaping, snow guards, siding and security (new monitor, outside camera, box, and labor). We have now spent more money for capital improvements than was allocated in the 09-10 budget of 414 funds. This was expected and money is now being spent from reserve funds.

The committee reviewed information from Ballston Spa National Bank on their free checking account for not-for-profit organizations. Since they do not offer risk free CDs, which are available at Bank of America, the committee decided not to further investigate an account with Ballston Spa National Bank.

Currently the Library's Bank of America account is set up as a personal account, not a business account. The bank has requested that it be changed to a business account. A business account would come with a debit card which must be used at least once a month. Discussion of business account and logistics of debit card use. The Finance Committee will discuss this issue at their next meeting and make recommendations to the full Board in August.

Bove Fuels has informed the library that there is a credit of \$1651.63 on their fuel oil account. When fuel costs dropped last winter, Bove adjusted the fuel oil price per gallon below the rate the library had originally contracted, resulting in the credit. Based on fuel use for the last 2 heating seasons, the committee decided to contract for 1200 gallons for the upcoming heating season, to be paid monthly. Mary will speak with Mr. Bove to ascertain the best fixed price he can offer the library.

The final payment of \$20,000 from the grant from Senator Bruno's office has been received.

Mary reviewed the Budget of 414 vs. Actual sheet. There was a \$75 refund in the Board of Trustees line to reflect a refund of monies paid by Board members for spouses who attended the SALS dinner. Fundraising income of \$644.90 for June, approximately \$300 of this was due to the sales of Linda Sander's *Stillwater* book.

¹ See attached Minutes

Mary directed the Board to review the Balance sheets, Profit and Loss, Budget vs. Actual, and Grant Expenditures information. **The next Finance Committee will be held August 5, 2009 at 7:00pm at the library.**

Buildings & Grounds: The committee met on Wednesday, July 1, 2009. They discussed possibly getting 3 new windows upstairs only in conjunction with the siding job. Discussion of upstairs windows by the full Board. Some of the points made were: current windows are 30 years old and can not accommodate a window air conditioner. Residing the library would provide an opportunity to replace the windows. Current windows are fine and need adjustment of some of the crank handles only, and a floor air conditioner could be used instead of a window air conditioner. Board members were polled on whether to get new windows; however, no motion was made at this time on this issue.

The low voltage exterior lighting contractor should be at the library July 14th. The siding contractor should be starting anytime now. The library's application to combine our two properties into one has been filed with the town assessor. The library should be hearing from the assessor in the fall regarding this matter.

The fire extinguishers have been inspected by ABC Fire from Clifton Park. The fire extinguishers will be inspected on a yearly basis. Tom will check to see if the current number of fire extinguishers is appropriate for library and if signage is needed. Discussion of offering fire extinguisher training for staff and the community in conjunction with fire prevention month in October.

The Library back entrance is complete and looks wonderful! Thank you to all of the contractors involved in the project. Special thanks to Kevin Brennan for his work on the job.

Tom will check on having the library furnace cleaned prior to the heating season. Mary Ann will speak with Trent Rivers about the tree that was planted on library grounds. Joe Steele wants to provide a second "sister" tree to be planted to replace the Noble family tree that was taken down when the sidewalk was replaced early this year. **The next Building & Grounds Committee Meeting will be July 22, 2009 at 7:00pm at the library.**

Planning Committee: No meeting due to the summer reading kickoff on July 8th. **The next Planning Committee Meeting will be August 12, 2009 at 6:00 p.m. at the library.**

Mary Ann reviewed the agenda for the library's 60th Birthday party. The Boy Scouts will lead the Pledge of Allegiance. Due to the use of the parking lot for the Birthday Party, alternate parking arrangements will need to be made for patrons attending the festivities. Event publicity will request that people park on Park Ave., other side streets, at Blockhouse Park, or at the Post Office, and walk to the library. A canopy is still needed, ice cream has been donated by Stewarts, coloring books are available for the first 100 children, and a pamphlet celebrating the library and building history will be created. Notations of companies that did the restoration work, and business card ads of donating contractors will be included.

Policy Committee: Kim Garrett reported that the Policy Committee met on June 17th. Attendees were: Kim Garrett, Joe Steele, Joan Allen and Sara Kipp. Absent: Mary Ann Barbolt. The committee met and discussed a new policy for hiring and termination of employees. This policy will be circulated at the next meeting. The committee will be reviewing the smoking policy and allowing pets at the library the next time they meet. **The next Policy meeting will be July 15, 2009 at 6:00pm at the library.**

Personnel Committee: Claire Haizlip reported that the Personnel Committee met July 10th and reviewed Sara's report on the hiring of another page and concurred with her recommendation on the position. Members also agreed with Sara's plans for staff scheduling for summer and for the remainder of the year.

Technology Committee: The Technology Committee met on June 24th and all members were present. They discussed how the Technology Committee could work to enhance the Stillwater Free Library patron experience. It was agreed that the technology committee must integrate with other Board committees since interests and responsibilities overlap.

The main short term priority will be printing options for staff and library users. This is to include enabling printing from the “upstairs” computers as well as looking into replacing the main printer unit. The current downstairs printer is leased and the lease will expire in December. The Technology Committee will review printer options and make a recommendation to the Finance Committee. It was suggested that in the Library’s next budget under technology that a “printer” line be added. The Technology Committee will not meet in July. **The next Technology Committee meeting will be August 26th at 6:00pm at the library.**

Friends of Library Report: Sara reported that the Friends are running their annual Art Raffle. The item is a hardcover copy of *The Exuberant Garden: Portraits of North Country Flowers* by Nick Woodin, illustrated by Alee Corbalis. The illustrator has donated an 11 X 17” print of the watercolor portraits used in the book. AC Moore has donated their time and supplies to frame this print.

Tickets are 3 for \$5 or 1 for \$2. If anyone is willing to help sell tickets or would like to buy a chance, we have all the information at the desk. Drawing will be held at the end of the Library’s Birthday Party on August 29th.

Director’s Report:

Sara Kipp gave the Director’s report.² Sara has introduced a new email newsletter. Those of you who receive our monthly email should have received the newest version. This item polices itself in terms of bounce backs, it also keeps statistics and comes directly from our SALS email address rather than Yahoo, hopefully reducing Spam filtering.

We have already had a female patron who registered in 2005 and visited for the second time ever in early July because of this email – which tells me we were most likely landing in her junk mail for the past 2 years.

Sara reported that the final payment of the Bruno grant has been received. She is working on a 2009 grant application for the new siding and discussing stimulus monies with Lisa Bruno to become more familiar with that application process. Sara reviewed programming, public relations and overall library statistics.

Correspondence and Communications: Kim Garrett read a letter from the family of Patsy Pasamodo thanking the library for the expression of sympathy.

New Business: Discussion of the 2“out of service” computers and what to do with them. Chris made a motion, seconded by Mary, to loan the out of service computers to current Board members, who do not have computers, while they are on the Board of the Stillwater Free Library. They will be responsible for providing their own antivirus protection for these computers. Motion carried 7-1-0.

The next Library Board of Trustees Meeting will be July 14, 2009 at 7:00 p.m.

Adjournment: Joe Steele adjourned the meeting at 8:03p.m

Recorded by Ellen Tucker-Cohen, Minute Recorder.

² See Director’s Report.