

Stillwater Public Library Board of Trustees meeting on 3/10/2020

Called to order at \_\_\_\_ 7pm by \_\_\_\_Emily Nadler\_\_\_\_

Members present: X indicates member NOT present

Tom Boucher	Mary Herlt X	Meghan Stevens X
John Butler	Emily Nadler	Linda Tracy
Heather Frank	Michael Reeves	Christine Zakrzewski

Staff Present:

Sara Kipp, Director	Anne-Marie Hallum, Treasurer	
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Guests present: \_\_\_NONE\_\_\_

**Friends Update**, given by: \_\_\_\_Alison Holland\_\_\_\_

Topics: Comicon - many visitors and vendors. Made \$0 - advertising in The Express was expensive, plan to revamp for next year.

Plant sale - Saturday before Mother’s Day - looking for donated perennials.

Bundles for babies - 2 families a month are given a bundle, difficulty identifying families, suggested churches, schools - plans to have “stork” to promote.

Psychic fair - coming in June to the community center.

Scholarship applications are out - hope to get more candidates from trades.

Liability insurance - working on waivers.

1st Public Input session from \_\_\_\_None\_\_\_\_

**Old business:** Suggestion box -

Hot tub, Ice machine, Fix parking lot spot where cars can “bottom out”.

Decision - tell people to be cautious driving in/out of the lot.

**Motion to accept the minutes** of the previous meeting as recommended by the Secretary:

Made by: \_\_\_Linda Tracy\_\_\_\_ Seconded by: \_\_\_\_Tom Boucher\_\_\_\_

Passed unanimously? YES/ NO\_\_

**Finance committee report** presented by: \_\_\_\_Heather Frank\_\_\_\_

Reviewed. Topics discussed: We need to create a specific building account, rather than just a reserved fund.

We need a dedicated account - looking to check language so we don’t get locked into a specific use.

Suggest we allow expenditures of \$5000 or less can be decided without a board meeting, to ensure quick response to project completion requirements, see action item.

**Treasurer’s Report** presented by: \_\_\_\_AnneMarie Hallum\_\_\_\_

Reviewed. Topics discussed: new expenses - building (Mill) appraisal. Dedicated account for project

**Motion to approve the Treasurer’s Report:**

Made by: \_\_\_John Butler\_\_\_ Seconded by: \_\_\_Heather Frank\_\_\_\_\_

Passed unanimously? YES / NO

**Motion to approve audited claims** of \_\_\_\$3,781.44\_\_\_ for \_\_\_February 2020\_\_\_

Made by \_\_\_Michael Reeves\_\_\_\_\_ second \_\_\_Christine Zakrzewski\_\_\_\_\_

Passed unanimously? Yes/No

**Director's Report** given by : \_\_\_\_\_Sara Kipp\_\_\_\_\_

Report reviewed. Topics discussed: Farmers Market money is coming in already.

The facebook group Memories of Stillwater, NY has over 1000 people.

Agreement to terms of Joint Automation project policies.

Maintenance positions will now be paid on a monthly basis.

Drafted a letter to the people who attended the library improvement meetings.

Motion to send the letter as approved by the board.

Made by \_\_\_Tom Boucher\_\_\_\_\_ Seconded by \_\_\_Christine Zakrzewski\_\_\_

**Planning** given by \_\_\_John Butler\_\_\_\_\_

Topics discussed: The committee met with Greg Connor who advised them to find the value of the mill.

An appraisal was done and the building is valued at \$357,000.

Suggest we create a "best answers guide", so the committee members answer questions in a similar manner.

Board sent home with 3x5 cards to write out possible questions people would ask.

We should name our capital campaign - "fundraising for building" or something similar

We should seek private fundraising, townspeople who may/may not live in the village & be willing to help support.

We currently have 113,000 in ladies night funds raised. Can we cite that money as "funds raised" to show we have been actively fundraising?

#### **ACTION ITEMS:**

1. Motion to contact Ellen Bach, as per Paul Mays to discuss whether it is ok to pay over the appraised value for the property in question.

Made by \_\_\_John Butler\_\_\_ Second \_\_\_Michael Reeves\_\_\_ All in favor Yes/No

2. Motion to contract with Greg Connors and/or Connors Realty regarding the property in question.

Made by \_\_\_Linda Tracy\_\_\_\_\_ Second \_\_\_Tom Boucher\_\_\_\_\_ All in Favor Yes/No

3. Motion to authorize two of the following three positions: Vice President of Finance, President, Chairperson of the Building Planning Committee to enter into contracts for services limited to \$5000 or less for due diligence required prior to the purchase of a building and /or property.

Made by \_\_\_Christine Zakrzewski\_\_\_ Second \_\_\_Linda Tracy\_\_\_\_\_ All in favor Yes/No

**Building & Grounds** given by \_\_\_\_\_Tom Boucher\_\_\_\_\_

Topics discussed: No meeting has occurred. We will meet in the near future.

The dumpster out back had been placed on our blacktop and should be moved.

**Policy Report** given by \_\_\_\_\_ NONE \_\_\_\_\_

2nd public input session: \_\_NONE\_\_

Correspondence from: \_\_\_\_\_ NONE \_\_\_\_\_

**New Business:** Education requirement for board members. NYLA sent a letter indicating the offer of a ½ day training for board members, at a cost of \$650. Watch for a mandatory letter regarding timing.

Adjournment \_\_7:56\_\_ pm

*Minutes recorded by Christine Zakrzewski, Secretary*