

## **Regular Meeting Minutes of April 14, 2014**

**Present:** Donald Comstock, Mark Finn, Geralyn Murphy-Gough, Janice Porter, Roxy Schmidt, Connie Synakowski, and Michelle LaVoie

**Absent:** Daniel Guiney, William Joy, Voni Walker

**Call to Order:** President Donald Comstock called the April 14, 2014, meeting to order at 7:30 AM.

**Discussion and Approval of Minutes:** Motion by Janice, seconded by Roxy, to approve the minutes of March 10, 2014 carried.

Michelle asked about the need for an expense line item on our budget template to indicate where monies donated by the Friends are expended. Janice made a motion to amend the budget to specify the income and expenses from the Friends and to let Darlene add the information to the template where she best sees fit. Mark seconded the motion and it carried.

Michelle reminded Janice, Connie, and Dan to go to the Village Offices to sign the Oath of Office.

**Director's Report** - Discussion on the following items:

- Michelle will look into the possible reasons for the large decrease in number of on-line renewals from the last report to this
- After a LENGTHY discussion about MOTL, which included program sponsorship and sponsor recognition, the need for stage lighting, the best night for both community and businesses, the debate over the repercussions of a name change, and the immediate need for a MOTL board, it was decided that Don would meet with Charlie Joyce to discuss finances and the possible participation of an Otis employee on the new board. Don also volunteered to ask Gina Elliott from Steuben Trust about possible issues that could arise from there being different two MOTL accounts. Roxy will meet with Steve Havey to urge the Chamber of Commerce to take over the event.
- After a review of the changes, the Board adopted the following revised library policies: Policy on Library Meeting Rooms, Rules of Conduct, and Policy on Exhibition Room Displays. The MOTL policy was tabled until further information became available.

- Michelle gave the Board the following building project updates: a) the auditorium door was able to be repaired and a new door does not have to be purchased b) the proposed front sidewalk lights which are made possible through grant funding may not be practical or necessary. After discussion the Board agreed that the monies may be better spent on interior emergency lighting if that change can be made c) the meeting between the whole Board with Dwight Allen regarding the HVAC Replacement Project will be postponed until several key issues in the proposed contract are clarified.

The Board discussed a need for clarification of the Owner's Representative's fees, the role of grants and cash flow, the library's recourse in the event of unacceptable workmanship, and the hiring of additional maintenance personnel. Roxy also brought up the issue of possible trustees' financial liability.

Don agreed to discuss the contract with Charlie Joyce at his upcoming Thursday meeting. Don will seek advice about the Library's possibly obtaining legal counsel with an expertise in construction contracts. Michelle will check with STLS to see if any member library has done a construction project for which a construction contract was required, and also to check with Richardson and Stout about the Library's Owners and Directors Liability insurance coverage.

- The Administrative Committee set up a meeting for Monday, April 21<sup>st</sup> at 7:30 to review library job descriptions.
- Michelle advised that a Strategic Planning Committee that includes staff members be formed at the next Library Board meeting.
- Michelle received a memorial gift from Gail Cook in memory of her husband, Michael. Roxy will talk with Roxanne Rice to seek her suggestions about purchasing urns for the front terrace.

### **Committee Reports:**

Don and Michelle reviewed the new committee assignments for the upcoming year. Janice moved that the board accept the slate of officers and committee assignments. Roxy seconded the motion and the Board voted to approve.

### **Finance:**

**Administrative:**

**Building & Grounds:**

**Promotions:**

**Friends:**

Michelle reported that The Friends donated \$1,400 for children's books, and \$250 for mouse pads and a hard drive.

**Old Business:**

**New Business:**

Don asked that there be four trustees available as signatories when Library checks needed to be signed. This year's designated signatories are Dan Guiney, Don Comstock, Mark Finn, and Connie Synakowski.

**Adjournment:** There being no further business to come before this Board, a motion was offered by Geralyn Gough and seconded by Roxy Schmidt to adjourn, carried. Meeting adjourned at 9:45a.m.

Respectfully submitted,

Connie Synakowski,  
Secretary