

Elma Public Library Board of Trustees Meeting

June 13, 2017

7:02 Meeting was called to order.

Present: Kim Dixon, Sue Sudlik, Ellen McGreevy, Terry Booth, Jay Ricketts, Eileen Holden, Tom Carloni

Excused: Dave Engberg

Minutes: The minutes from the May meeting as well as the executive sessions held in May were discussed and amended.

Librarian's Report: Tom reported that circulation was still on a downward trend. *The Boys in the Boat* was a very good program. Two pages will be resigning to go off to college. Tom said he has received three applications and is expecting a fourth.

Treasurer's Report: Ellen presented a written report after inspecting the financial records of the Friends of the Elma Library. She found the records to be acceptable. Tom gave a notification he received from Wilmington Trust to Ellen. Kim is taking it to 5Star Bank to find out what this document is.

Two bills were received that need payment. The Commercial Refrigeration bill for air conditioning maintenance and JR Electric for the electrical work to light the outdoor signs (\$1,260). Both bills were approved for payment.

Tom received a gift of \$100 from a niece of Norman Verbanic as a memorial gift.

SUB COMMITTEE REPORTS

ACT - nothing

FOTEL – nothing

Building and Grounds: The outdoor signs are lighted and look very nice. Tom contacted Northridge and they will send someone out to go over the plants from the gardens so Tom can be sure they are being properly cared for. He also told Northridge that we were requesting a mid-summer clean up.

Publicity: There were very nice articles in The Elma Review and the East Aurora Bee regarding Karen's retirement. County Legislator, Joseph Lorigo will be visiting the library on Wednesday, June 21st.

Policy: The conflict of interest statement needs to be signed and placed on file annually. This needs to be done by all.

Jay made a motion to approve the minutes and all reports, seconded by Ellen and approved 6-0.

OLD BUSINESS

Bank Cards: Kim is going to 5 Star Bank tomorrow to sign the bank card for check approval. Ellen, Sue and Tom need to go to the bank and do that as well.

Outdoor Signs: The signs are lighted and look very nice.

NEW BUSINESS

Indoor signage: Tom informed us that he removed the no cell phone and no food or drink signs. He would like to add some signage over the check-in desk to welcome patrons.

Coffee and Snack bar ideas: Tom contacted one vendor, Jim Lalime. He brings the machines to the library. The board asked Tom to wait on pursuing this until we have had more discussion. It was felt there were other concerns that were more pressing.

Name tags for staff: Tom suggested we use a simple magnetic name tag. He will order them for the senior pages, Emily, Kate and himself. He will contact Hamburg library to find out where to order this specific type of tag.

Facebook Promotions: For as little as \$3.00, Facebook will promote a program. Tom would like to have them promote our page. Along the lines of promoting the library, Eileen mentioned that perhaps for next year's Memorial Day parade, the trustees could have a car publicizing the library in the parade and throw candy to the spectators. Tom said he would see if the book mobile is booked for next year on Memorial Day. If not, we could have the book mobile in the parade as well. We also discussed the possibility of a food truck night at the library.

Change fund: Tom asked if he could create a change fund with a roll of quarters, dimes and nickels. Ellen made a motion seconded by Sue to keep a change fund of \$25 at all times. Approved 6-0.

New Clubs: Tom is starting a book club. The first meeting will be on July 19th and the book will be *A Dog's Purpose*. He is also starting a cookbook club called, Elma Cooks which will meet for the first time July 26th at 6:30PM. The first cook book is called *Good Food to Share*.

Meet the Librarian: The trustees will hold a meet the librarian night on Friday, July 21st from 6-8:30 p.m. Ice cream sundaes will be served and Star Wars Lego cartoons will be shown. Tom volunteered to see that this information was put into the Elma Review and EA Bee.

Ellen made a motion to adjourn at 8:55, seconded by Kim approved 6-0.

Respectfully submitted by Terry E. Booth