

Elma Public Library Board of Trustees' Meeting

December 11, 2018

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

Excused: Sue Czech

The meeting was called to order at 6:31 P.M.

Minutes: The question that Ellen raised regarding the Amazon Smile account was discussed. There were no changes to the draft minutes.

Librarian's Report: Once again, circulation and visitor numbers are down. The Hubbard Effect program had a packed house. Tom shared that he attended the NYLA conference in Rochester. Ellen asked that more magnets with the library hours be ordered. Tom said that the library of things did very well in November. Ellen asked that Tom check into possible grants to expand the Library of Things.

Tom informed us that on Saturday, February 2nd, there was going to be a model train program from 11-2 in the meeting room. He said the man that presents this sets up a themed train set and visitors are allowed to run the trains. The cost of this program will be \$125. Also, he wanted us to know that there would be a scrap booking program held one Saturday a month starting in February. There will be no cost to the library for this program. Anyone interested in scrap booking will bring their own materials and come to the meeting room on the designated Saturday.

Treasurer's Report: The board saw and approved the bill for mileage reimbursement; the purchase of gift cards University Express program honorariums; the purchase of ice melters for the roof and the purchase of a new microwave for the break room.

SUBCOMMITTEE REPORTS

ACT – Terry and Tom P. reported on the November meeting. The meeting was on NY state audits of libraries. This information was discussed and Tom C. was going to check with Central to see if there is a special voucher form we should be using. He will also check to see if there is a template for a claims audit policy and procedure. We need to have a voucher policy and Tom will check to see if we need a petty cash policy if we don't use petty cash. The program was very informative.

FOTEL – The graham cracker house programs were a big success.

Building and Grounds – Tom was informed that the town is putting the bid out again for the sewer line project. The town has decided to go forward with the original plan for the roof. He said they will be certain to have the work begun by February 20th.

Ellen gave Tom two suggestions for painters to paint the meeting room. Tom said he would really like to wait until spring to be sure that the ice melters are going to work to prevent leaks. Tom will do a search for painters and see if he can have a quote for us by the February meeting.

Tom would like to have some additional lighting for the parking lot which is extremely dark. We all agreed with that and he will talk to Joe Colern for some ideas.

Publicity – The local papers have done a good job covering programs and posting articles.

Policy – We need to work on several policies in February.

OLD BUSINESS

1. The 3 year plan for 2019 – 2021 was reviewed and voted on. The board approved the plan with a 6-0 vote.

NEW BUSINESS

1. Magazine covers. Tom shared that about 60 magazine covers at a cost of \$6 per cover were needed to use on the newest magazines that are not allowed to be signed out. Terry made a motion seconded by Kim that 60 quality magazine binders be purchased. This was passed 6-0.
2. We will review Orchard Park library's "audit tip sheet" at home and discuss this at the February meeting.
3. Elma Review binding. Tom is going to contact central about preserving the older Elma News collection we own with digitization. Terry made a motion, seconded by Kim to have the first 10 years of our collection of the Elma Reviews bound. This would be the years 1979-1988. This was approved 6-0.

Kim made a motion seconded by Terry to accept all reports and adjourn. Approved 6-0.

The next meeting of the trustees will be February 12th at 6:30 P.M.

Respectfully submitted by Terry E. Booth