

Elma Public Library Board of Trustees Meeting

February 13, 2018

Present: Ellen McGreevy, Terry Booth, Dave Engberg, Eileen Holden, Tom Carloni

Excused: Jay Ricketts, Kim Dixon Guest: Sue Czech

Minutes: The minutes from the January meeting were reviewed.

Librarians Report: Tom reported that there was a good amount of business in January. The number of visitors was up by more than 5%. The fish naming contest for the aquarium fish was a big hit. Tom informed us that a new caretaker has been hired to begin on February 17th. Larry Brudz, will be working as caretaker on Monday, Wednesday and Friday mornings.

Treasurer's Report: The Heintz fund showed the partial payment of the reupholstered chairs. An invoice is needed for the next chairs which should arrive by Saturday. Eileen told us that if there is fabric left over from the new chairs that she will make some pillows to go in each chair and tie the colors together.

SUBCOMMITTEE REPORTS

ACT: The annual meeting will be March 10th at Central Library. Terry and Tom gave a brief overview of the January ACT meeting. One of the suggestions to reach out to the community was to have a Notary Public on the staff. Tom told us that Emily was interested in completing the steps needed to obtain Notary Certification. Dave made a motion, seconded by Ellen that Emily should complete the process to become a Notary and that all of her expenses will be covered by the gift fund. Passed 4-0.

FOTEL: Dave reported that there will be some programs coming up that will be sponsored by the Friends, The Loose Tooth Fairy program and on March 20th, Denise Reichert will be portraying Amelia Earhart. There were only two friends who attended Monday's meeting.

Building and Grounds: The roof has been leaking again. Tom said he feels that it has to be due to an ice dam. He is going to ask the Town if the heat trace can be extended into the valley. In the meantime, if the Town approves, he will try to keep the valley clear by using calcium chloride tablets.

There was no heat in the library a couple of weeks ago. Tom checked all the breakers and nothing was amiss so he contacted the HVAC vendor. It was a faulty valve that needed to be replaced with close to a \$500 charge.

The meeting room needs to be repainted once the leak problem has been solved. George Blair, Town Attorney, said to contact him when we were ready to paint and he may be able to provide the labor with residents who need to complete community service.

OLD BUSINESS

Outdoor Sign – Dave has volunteered to take over the sign project with the Town due to Sue Sudlik's resignation.

Community Survey – Tom received 26 responses to the survey regarding library hours. 58% said no change is needed. 19% wanted to see the Library open on Thursdays year round. 15% felt the library should be open one weekend day during the summer. The board suggested a new survey be created with just two choices of hours

being given, being open Monday thru Saturday, year round with no Sunday hours or keeping the hours as they are now. Tom will put this on Facebook and in the Library, the schools and the Senior Center.

NEW BUSINESS

New Trustee Candidate – Ellen made a motion to accept Sue Czech as our new trustee, seconded by Dave and passed 4-0.

Quarterly Internal Audits – We need a new vice president to replace Sue Sudlik. Eileen nominated David Engberg for the position. This was unanimously passed. Sue Czech has agreed to perform the internal audits.

Staff Development Day – This will be held on May 9th. The board requested that the library remain open on that day. Tom said that is doable with the help of a part-time librarian.

Eileen moved to accept all reports and adjourn. This was seconded by Dave and approved 4-0.

THE NEXT MEETING OF THE BOARD OF TRUSTEES WILL BE MARCH 13TH AT 7:00 P.M.

Respectfully submitted by Terry Booth