

**Alden Ewell Free Library
Minutes – Board of Trustees
February 5, 2018**

In attendance: President Susan Sabers Chapman, Vice President William Chapman, Treasurer Joy Insinna, Trustee Tanya Lords-Quinn, and Library Manager Rebecca Moe. Guest: Brooks Bowman from Elwood Jordans.

Absent: Secretary Carol Dubel

Acting Secretary Trustee Tanya Lords-Quinn

Meeting called to order at 7:02 PM (S. Sabers Chapman)

Agenda approved (W. Chapman, J. Insinna)

Guest Brooks Bowman was in attendance to discuss the Library's commercial property insurance coverage with the Board. After going through the policy with the board, which he feels to be adequate, he promised to send a summary follow-up memo with quote updates soon. He left at 7:45 PM.

Minutes of the Regular (12/6/17) meeting were approved. (J. Insinna, W. Chapman)

Financial Report:

Treasurer Joy Insinna presented the Library's current account balances in a financial report. It was received and filed for audit (T. Lords-Quinn, W. Chapman).

Manager's Report:

Library Manager Rebecca Moe's report showed patron and circulation counts were down for the beginning of the year, possibly due to cold temperatures and holiday closings.

Association Report:

None

Communications:

- NBT Account Statement
- Thank you cards received by each board member from the library manager

Unfinished Business:

None

New Business:

- Guest Brooks Bowman (see above)
- Roof repairs have been completed; staff will watch for further problems. The possibility of having the roof looked at again in the warmer months was discussed.
- Library Manager Rebecca Moe brought up the possibility of creating a Friends Group from existing Association members. She will attend a Friends' Gathering this spring at the Hamburg Library for all libraries who have/are interested in starting a Friends Group and will report back to the board.

- Candy fundraiser is not progressing as well as anticipated. Other fundraisers were discussed; topic will be revisited in April.
(T. Lords-Quinn had to leave at 8:12 PM; W. Chapman continued taking minutes.)
- Book sale in June will be dropped; sales will be held in February and September.
- Association Meeting is tentatively scheduled for Monday, April 23, 2018 at 7 PM. Board meeting will follow.
- ACT Meeting and Workshop will be held at 8:30 AM on Saturday, March 10 at the Central Library. Contracting Library Trustees are encouraged to attend. Our President will be speaking at this meeting on behalf of the Library Trustees Association of New York State (LTA).
- B&ECPL Staff Development Day will be held on May 9, 2018. Once the training schedule is announced, Library Manager Rebecca Moe will inform the board and the decision about our Library's participation will be made at that time.
- Next Board Meeting will be held on April 23, 2018 after the annual Association meeting.

Adjournment: Meeting was adjourned at 8:35 PM

Respectfully submitted,

Tanya Lords-Quinn, acting secretary, and
William Chapman