

**Alden Ewell Free Library  
Minutes – Board of Trustees  
June 5, 2017**

President Susan Sabers Chapman opened the regular bi-monthly meeting of the Board of Trustees of the Alden Ewell Free Library at 7:40 PM on June 5, 2017 at the Library by welcoming Tanya Lords-Quinn, and thanked her for agreeing to fill the vacant Trustee position until 2019.

Present: Trustees Susan Sabers Chapman, William Chapman, Joy Insinna, Tanya Lords-Quinn, and Carol Dubel, Library Manager Rebecca Moe, Library Clerk Jamie Craft.

Agenda approved. (*J. Insinna, T. Lords-Quinn*)

Minutes of the Regular (4/24/17) meeting were approved. (*W. Chapman, J. Insinna*)

**Financial Report:**

President Chapman, Acting Interim Treasurer, presented a report showing the following account balances: Money Market - \$28,646.58; Special Checking - \$75,009.73; General Checking - \$7,184.03. Our CD investments currently total \$53,017.76 and \$95,607.31. After some discussion concerning the legal expenses incurred and the possible increase in cost of the stained glass window repair, currently in progress, the report was received and filed for audit (*W. Chapman, T. Lords-Quinn*).

**Library Manager's Report:**

Manager Rebecca Moe reported increases in circulation (which is down system wide) and computer use, while patron count was down slightly. She highlighted the new Lego Club, which has attracted great interest; a Chess Club, which will be starting on the first Tuesday of each month; and related plans for some new summer programs. Ms. Moe also reported on her attendance at several managers' meetings, and that she has been a member of the Teen Programming Committee since 2015. She has volunteered to host an upcoming meeting of that Committee at our library. She noted that our new website should be functional by midsummer. ([www.aldenewellfreelibrary.com](http://www.aldenewellfreelibrary.com))

**Association Report:**

President Chapman reported that three new membership applications have been received from Bridget, Cindy and Robert Ciupek. After discussion, it was agreed that a review of the current membership list should be conducted in order that it might be brought up to date. As Secretary, Ms. Dubel will send a letter to all current members asking for confirmation of their continued interest in Association membership, and verifying/updating correct contact information. In addition, email addresses and ideas for increasing future participation in library affairs will be requested.

**Communications:**

President Chapman has been in contact with our landscaper Shani regarding plans for this year. The Board agreed that, in addition to planting the front beds, the area along the west side of our building should be included in this year's project, with the weeds being replaced by some type of ground cover.

**Unfinished Business:**

- President Chapman has received a communication on Financial Advice from the Alden State Bank; the Board agreed to table this matter until the August meeting.
- Discussion on the Open Meeting Law, tabled from April 24, was again reviewed relevant to the requirement of posting the agenda and minutes of our meetings on the website. Ms. Moe and Ms. Craft agreed to research how other library boards deal with this, and the matter was again tabled until the next meeting.
- The Association website is progressing and should be fully operational by the end of July.
- President Chapman reported that Swiatek Studios is in the process of restoring our stained glass front windows, but, due to some questions relevant to the cost, has requested a clarification of the total cost. It appears that the work may require expenditures above and beyond the original estimate.

New Business:

- Board members noted that our custodian, Fred Blowers, has recently been named the “CITIZEN OF THE YEAR” by the Alden Chamber of Commerce. Various suggestions were discussed as a way for the Board to acknowledge this honor for Fred, including putting his name on the outside sign and sending him a congratulatory letter. Secretary Dubel agreed to send a letter from the Board.

The Board went into Executive Session to discuss personnel matters. Upon resuming regular session, the Board unanimously approved a pay increase for Library Manager Moe, agreeing that her job performance has been beyond satisfactory (C. Dubel, T. Lords-Quinn).

- A motion was made by W. Chapman, seconded by C. Dubel, to retain the current slate of officers for the coming year – President (Susan Sabers Chapman), Vice President (William Chapman), and Secretary (Carol Dubel). In addition, Joy Insinna was elected Treasurer and Tanya Lords-Quinn, Trustee. Approved.

Next Regular Meeting: August 21, 2017

Adjournment: Meeting adjourned at 8:35 PM (T. Lords-Quinn, J. Insinna)

Respectfully submitted,

Carol C. Dubel, Secretary