

Ewell Free Library Board of Trustees Meeting  
March 4, 2019

Meeting called to order at 8:04 PM by President Susan Sabers-Chapman. Present: President Susan Sabers Chapman, Vice President William Chapman, Secretary Tanya Lords-Quinn, Treasurer Joy Insinna, Trustee Renee Nelson, Library Manager Rebecca Moe, and Clerk Jamie Craft.

Agenda approved. (W Chapman/ J Insinna)

December 10, 2018 meeting minutes approved. (J Insinna/W Chapman)

Financial Report: No additional report was given, as it was read at the Association Meeting. (W Chapman/ R Nelson)

Library Manager's Report was given. Patron and circulation was up, surprising given the recent inclement weather.

Association Report: No report; however, a thank you was extended to Joy, Jamie, and Becky for running and keeping the book sales open.

Communication: A thank you card was received from Carol Dubel for flowers sent by the board at her retirement.

Unfinished business: With regards to the 2019 budget, it was proposed and approved that the Library keep the same service hours. (W Chapman/J Insinna) William Chapman gave an update on the new door/lock at the Library rear entrance; he will see to it that the door is replaced if needed and the new lock installed soon. Susan Sabers Chapman informed the board that she is still waiting to hear back from Scout Eddie Williams regarding his Eagle Project; the board is hoping to go through with the book sale room renovation by early July. President Chapman also stated that as per an email from Elwood Jordans, the Library's insurance premiums are increasing. Board agreed that shopping for estimates from new insurance carriers/brokers was a good idea, and the topic was tabled until the next meeting. President Chapman discussed with the board communications with the Town and Village regarding letters of support for the Library's re-chartering, which she is hoping to include with the paperwork for the state.

New Business: 2018 State Report approved. (W Chapman/J insinna) The most recent ACT Meeting (3/2/19) was discussed; new state minimum standards, effective January 2021, were the focus. 11 required policies will be posted on the Library website; an updated Long Range Plan of Service will be the Board's first priority. Replacing the downstairs light fixture was discussed; President Chapman has a meeting scheduled with an electrician. A motion was made to approve an under \$500 repair right away. (W Chapman/J Insinna) Regarding roof repairs, the Board is still waiting for a return call from the roofer. New carpeting for the upstairs was discussed; the current carpeting is from 2001 and is becoming unglued in several areas. An estimate for carpet squares will be sought; discussion was tabled until it is received. Staff will continue to monitor the condition. A Home Depot gift card in the amount of \$100 was donated to the Library by Carrie Sabers-Graziano and given to Director Moe to be used as needed.

The next meeting will be April 15, 2019 at 7 PM.

Meeting adjourned at 9:15 PM. (J Insinna/W Chapman)