

Elma Public Library Board of Trustees Meeting

December 11, 2019

Present: Sue Sudlik, Eileen Holden, Terry Booth, Tom Pirrung, Tom Carloni, guest, Nathan Clinard, guest, Sharon Kelly.

Excused: Ellen McGreevy and Sue Czech

The meeting was called to order at 6:30pm

Minutes: Were reviewed and amended.

Librarian's Report: Tom was a bit concerned because the door count was down. He has attributed it to the cold weather and hope things will improve. The circulation was still OK. Several programs had good turn outs including the University Express program "How Did Christmas Begin". It was quite a scholarly presentation that evoked many questions from the participants.

Treasurer's Report: Ellen was able to get a much better rate on our CDs after emailing the Municipal Business Officer. We opened 2 separate, 1-year term CDs, both with a rate of .86%. One of them is funded with \$100,000 of Gift Funds and the other with \$50,000 of Heintz Funds. Also, on-line access for Ellen and Tom C. has been established for all of our accounts.

SUB COMMITTEE REPORTS

ACT: no meeting, nothing new.

Building and Grounds: Larry is working on the light bulb change over. He is waiting for a 12 ft. ladder from the town so he can complete the highest lights. Tom added a couple of solar powered strings of lights to the bushes in front of the building.

Publicity: Tom P reported that the Penny Saver is closing. That is a loss for us because they were always good about printing articles we sent.

OLD BUSINESS

Meeting Schedule: Tom distributed copies of the 2020 meeting schedule.

Elma Review: Tom reported that the Elma Review bound books have raised a lot of interest. He reported that there have been many donations towards the binding. He also told us that Jennifer told him the system should be able to pay for the binding of the 2019 volumes. Eileen suggested that seeing as the board approved spending the money to have ten years of the older volumes bound, perhaps two more years should be added to the binding in order to use the money that patrons have donated.

Programs: Tom contacted the man who did the train exhibit and he will be coming back to do a Super Heroes train exhibit. Tom also contacted Marianne Colopy to do two sessions of carving butter lambs on the Saturday before Easter. The first session will be at 10:30 and will be for families. The second session will be at noon and will be for adults.

NEW BUSINESS

Personnel Policies and Procedures Review: Tom P. made a motion, seconded by Sue S. to agree to use the system's Personnel Policies and Procedures Manual. Passed 4-0.

Investment Policy Review: Tom P. was concerned about the FDIC limit. Tom C. will do some checking to see if each account is separate as far as reaching the FDIC limit or if it is all accounts combined. If it is the latter, we are very close to the present limit. Nate suggested that we may want to think about some diversification and move some funds to a different bank. We all felt we needed Ellen's input on this policy before we could approve it.

Headphones: Tom C said the headphones patrons use with the computers were showing some wear and tear and asked that we order 9 new sets of headphones.

Advertisement: The library will purchase a half page add in the Iroquois Central Drama Club program.

Accountments for Pre School Room – Kate would like to purchase a little mailbox and create a writing station in the preschool room. She feels it would be about \$100. We thought that was a great idea.

It was nice to have Sharon Kelly, who is a system board member, attend our meeting.

Sue S. made a motion to accept all reports, Eileen seconded it. Passed 4-0

Sue S. made a motion to adjourn, seconded by Eileen and passed 4-0

THERE WILL BE NO BOARD MEETING IN JANUARY. THE NEXT MEETING WILL BE FEBRUARY 11TH AT 6:30 PM.

Respectfully submitted by

Terry E. Booth