

## Elma Public Library Board of Trustees Meeting

**August 8, 2017**

**Present:** Tom Carloni, Sue Sudlik, Ellen McGreevy, Terry Booth, Dave Engberg, Jay Ricketts

**Excused:** Kim Dixon, Eileen Holden

The meeting was called to order at 7:05 P.M.

**Minutes:** the minutes from the June meeting were reviewed and approved.

**Librarian's Report:** Tom reported that the library has been busy and the programs have been well attended. Computer use has been very high. Kate told him the Battle of the Books team did very well and finished in the top 5 out of 27 libraries that participated.

Tom told us the bill for the sign was paid and he set up the change fund. Tom shared that when the work on the septic begins, the concrete floor has to be cut through to reach the pipe that is causing the problem. Ellen made a motion, seconded by Sue to close the library when this work is done. This was approved 5-0.

**Treasurer's Report:** Ellen contacted the 5 Star Bank about current interest rates. We have a .3% rate in the money market account. If we moved funds into a CD for 13 months, we would receive a little over 1%. Jay made a motion, seconded by Dave to move \$100,000 from the gift account to a CD for 13 months. Passed, 5-0.

Ellen also suggested that because we have a very large balance in the checking account, that some of that money be moved into the money market account where it could earn some interest. Jay made a motion to support this suggestion it was seconded by Dave and passed 5-0.

Sue checked the books in July and all was found to be in order.

### **SUBCOMMITTEE REPORTS**

**ACT:** The next meeting will be in September.

**FOTEL:** The friends are selling root beer floats at the town concerts. They did extremely well at the Lancaster Steel Drum concert but not very well at the other events.

**Building and Grounds:** The mid-summer clean-up has not happened. Tom has received no return calls after placing several calls to North Ridge. Paul has kept the areas around the building looking nice. At this point, it may be best to wait until fall clean up.

**Publicity:** Newspaper coverage as well as Face Book coverage have been excellent.

### **OLD BUSINESS**

**Facebook Promotion:** Tom investigated and he can promote the Library page. He will attempt a small reach first.

**Name Tags and Signage:** The name tags were ordered and should be in this week.

### **NEW BUSINESS**

**POLISDO minimum standards:** The recommendations were reviewed by the board.

**B&ECPL Contract:** Jay made a motion, seconded by Sue that the contract be accepted and signed. Passed 5-0.

**2018 Budget and Open Hours:** It appears that there may be a budget shortfall due to the 2018 minimum wage increase. Tom has been told that the politicians would like to see more open hours. He felt that one place more hours could be inserted was on Saturday, changing the hours to 9-5 or 9-4 adding 2 or 1 hours respectively. We questioned if adding Saturday hours was the best choice.

Tom had a question regarding open hours and wanted to know if we would be open or closed on New Year's Eve (Sunday). We made the decision to be closed.

**Construction Projects:** Tom told us that a NY State Library Construction grant application has been completed except for the estimates, and approving. We will meet on **AUGUST 28<sup>th</sup> at 1:00pm** briefly to approve the grant so it can be submitted by September 1<sup>st</sup>. If approved, this grant will cover half the cost of the septic and roof repairs.

**Book Sale and Food Truck Rodeo:** Tom told us he would like to try a 2 or 3-day book sale at the Library in October. The sale would be on a Friday and Saturday and possibly Sunday. To help promote the sale he suggested bringing in food trucks on Friday. The board felt this was an excellent idea.

Jay made a motion to accept all reports and adjourn, seconded by Dave and unanimously passed.

**BRIEF SPECIAL MEETING ON AUGUST 28<sup>TH</sup> AT 1:PM**

Our next scheduled board meeting will be September 12<sup>th</sup> at 7:00 pm

Submitted by Terry E. Booth