

ELMA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

FEBRUARY 12, 2019

Present: Tom Carloni, Sue Sudlik, Ellen McGreevy, Terry Booth, Tom Pirrung

Excused: Sue Czech and Kim Dixon

Minutes: The minutes from the December meeting were reviewed.

Librarian's Report: Tom reported that compared with all the B&ECPL libraries, Elma did well for 2018 regarding visitors and computer usage. We were doing very well for the month of January until the library had to close for two days due to a snow storm.

Treasurer's Report: In order to expedite the boards' review of expenditures, checks written and bills paid, Tom will make a copy of the claims audit sheet for all the trustees beginning in March.

SUBCOMMITTEE REPORTS

ACT – We discussed the upcoming ACT workshop to be held March 2nd.

FOTEL – The passing of Sue Eck, longtime friend of the Elma library, was discussed. A \$50 donation was given in her memory. We thought purchasing some knitting books and/or a DVD on how to knit would be a nice way to honor Sue.

Building and Grounds – With the recent heavy snow and high winds, it was determined that placing the ice melting pods on the roof was not effective. There were massive leaks. The electrician used by the town came to inspect the roof when the snow had melted and he ran a heat trace up the valley where the problem originates. Time, and another snow storm will let us know if this solves the problem.

Publicity – Tom will notify the Bee to change the library blurb heading to Hours instead of 2019 Hours.

Policy – Tom has begun to look through all of our policies to see which need to be up dated or improved. We will discuss this in March.

OLD BUSINESS

Construction Updates/Closing - The library was closed for three days for asbestos abatement to prepare for the sewer line repair project. When the contract is awarded, the contractor will contact Tom to schedule when they will begin. They must be finished by June. The flat roof repair is in the works.

Review Paint Quotes – Tom procured two quotes for repairing cracks and dings and painting the meeting room with one accent wall. One from Salerno Paint on Seneca Street in Elma for \$2,750 and one from Apollo from Hamburg for \$2,970. The board wanted Tom to schedule the work to be done by Salerno, but Tom felt he wanted to wait and see if the new heat trace will indeed correct the leaking roof before investing in painting. We will revisit this at the March meeting.

Magnets with the library's hours were reordered and received to be distributed to patrons as needed. The magazine covers discussed at the December meeting were purchased and they have been placed on the magazines.

Eileen put together the first 10 years of the Elma Review to be bound. They are at the binders. The Elma News is being digitized at Central. It is one of the first periodicals to be digitized.

NEW BUSINESS

Alarm Company Annual Contract – Tom reported that our Fire Safety Systems contract went from \$200 to \$540 per year for an annual inspection. They claimed this increase was due to the need to pay the employees who perform the inspection the prevailing wage. Tom made five attempts to have them provide us with the prevailing wage scale from NY State. They failed to comply. The board refused to sign the check for reimbursement until they provide the prevailing wage statement. We also asked Tom to contact Amherst Alarm and ask for a quote for monitoring and inspecting our alarm system.

Conflict of interest forms were completed and signed.

ACT workshop forms were completed. Tom Pirrung, Tom Carloni and Terry Booth will be attending on March 2nd.

The University Express offerings for 2019 were reviewed. Tom is going to schedule 9 programs which will be held at 2pm on Thursday afternoons for 5 Thursdays in May and 4 Thursdays in June.

At 8:15pm, Sue made a motion, seconded by Tom Pirrung to accept all reports and adjourn.

The next meeting will be March 12th at 6:30 pm.

Respectfully submitted by Terry E. Booth