

ELMA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

MARCH 12, 2019

Present: Kim Dixon, Sue Sudlik, Terry Booth, Eileen Holden, Tom Pirrung, Tom Carloni

Excused: Ellen McGreevy and Sue Czech

**Minutes:** The minutes from the February meeting were reviewed.

**Librarian's Report:** Tom reported that although it was not a slow month, there are low numbers because of the days the library was closed due to the asbestos abatement. There was a server issue so the WiFi numbers are estimated system wide. Tom said the Joy of Trains program was a big hit as was the Library Madness week (STEM activities); bowling scoring and making smoke rings were two of the activities in which children participated. Tom distributed the 2018 Annual Report to the Community flier and one correction was needed before final printing.

**Treasurer's Report:** all is well, nothing is new.

**SUB – COMMITTEE REPORTS**

**ACT** – Terry and Tom reported on what was covered at the ACT annual workshop. It is strongly recommended if you did not attend to review the information that was discussed at <http://future3.buffalolib.org>. The most important news was that the mandatory 3 hr. training that was supposed to be in the Minimum Requirements of NYS Public Libraries was successfully blocked. However, the State Ed dept. is adamant that this is necessary training and is attempting to get a law passed that will require 2 hrs. of mandatory training for every board member annually. If this passes it would not go in to effect until January of 2021. There were excellent programs on what is new at area libraries.

**FOTEL** – Tom said they are exploring different times for their meetings. He was able to purchase five new knitting books using the Sue Eck memorial money.

**Publicity** – a nice job by the Elma Review for placing the construction closing notice on the front page.

**OLD BUSINESS**

**Construction** – The library will be closed the week of March 18<sup>th</sup>. If the work finishes early, Tom will open on Friday. Kerry from the Town Hall is supposed to call Tom regarding some possible roof alterations on the roof project. We cautioned Tom to keep reminding them of the date the work needs to be completed so no money from the grant is lost.

**Alarm Quotes** – Tom was unable to get the cost of the Fire Safety Systems inspection reduced. The company said their employees were paid their prevailing wage. The bill was \$480 for the annual inspection and \$240 for yearly monitoring. Tom contacted Brian from Amherst Alarm and asked for a quote. Their cost would be \$269 per year for monitoring and \$135 for an annual inspection. The board agreed that we should let our Fire Safety Systems contract run out for 2019 but would like the service changed over to Amherst Alarm for 2020. This needs to be revisited at our November meeting for a vote.

**Memorial Day Parade** – The library will once again participate in the annual Memorial Day Parade on Monday, May 27<sup>th</sup>. The Bookmobile will be participating as well.

**Outdoor Sign** – Although the board would still like an outdoor sign, we need to wait until the town is through revamping the sign policy before we can continue.

## **NEW BUSINESS**

**State Report and Annual Report to the Community** – The board reviewed the annual report. There were corrections made. Tom Pirrung made a motion to approve the State Report and the Annual Report to the Community as amended, Sue seconded and it was passed 5-0.

**Review of By Laws and Policies** – We will take our present bylaws home and if we have questions or amendments we will discuss them at the April meeting. We will also review the Conflict of Interest Policy and Meeting Room Policy. Terry and Ellen will try to draft a claims audit policy based on the Orchard Park template for review at the April meeting.

Sue made a motion, seconded by Kim to accept and approve all reports and adjourn at 8:20pm. This was passed 5-0.

Submitted by

Terry Booth