

## Elma Public Library Board of Trustees Meeting

November 12<sup>th</sup>, 2019

**Present:** Eileen Holden, Tom Pirrung, Ellen McGreevy, Terry Booth, Tom Carloni

**Excused:** Sue Sudlik, Sue Czech

**Guest:** Nathan Clinard

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

**Librarian's Report:** The number of visitors was up a bit this month. Book Babies and Toddler Time are very well attended. The Hawk Creek presentation was really great. A bird actually flew across the room.

**Treasurer's Report:** Ellen pursued investing some of our funds from the gift savings account by putting them in a CD. She recommended that the board approve taking \$100,000 from the gift account and put it in a 12 month CD at .86%. Ellen also recommended that we take \$50,000 from the Heinz Estate fund and invest it at .86% in a 12 month CD. Eileen made a motion, seconded by Tom P. to move the money as recommended by Ellen. Passed 4-0.

### SUBCOMMITTEE REPORTS

**ACT:** Tom P. attended the North Collins meeting and said it was mostly geared toward new board members.

**FOTEL:** Tom reported that there have been quite a few new members. They will meet every other month on the first Wednesday of the month.

**Building and Grounds:** Fall clean-up was completed. Tom was waiting to hear from Seasonal to set up a mid-summer clean-up for 2020. He will wait until January after Wayne Clark is installed before taking action to be sure the town is staying with Seasonal. Tom spent \$35 on a roll of insulation to be used on the door. The shipment of LED lights is expected tomorrow. Larry will start the conversion of the lights. He will be paid for 22 hours to complete this work.

**Publicity:** There was a very nice write up in the Elma Review about the newly bound Elma Reviews and Elma News. Eileen asked Tom to look into a Butter Lamb carving program for the spring.

### OLD BUSINESS

**HVAC** in meeting room – Mike Nichols from Precision Heating and Cooling came out to look at the splitter in the meeting room and see if there could be a better solution to the heating and cooling. He suggested that we keep the unit that we have until it fails. He did suggest that if the meeting was going to be used, the heat should be turned on several hours in advance to thoroughly heat the room including the walls. It could then be turned down to a quiet setting to maintain the heat level.

**Alarm Quotes:** Tom shared the quotes from the two security companies investigated. Amherst Alarms gave us a quote of \$404 for all services. Fire Safety Services called and said they would cut some costs to keep our business. Their cost was \$480. Tom P. made a motion, seconded by Terry to go with Amherst Alarm which is the lower quote. Passed 4-0.

## NEW BUSINESS

**Elma Review Binding Sponsorship:** Eileen suggested that Emily put together a flyer to ask patrons to sponsor a one year binding of the Elma Review. Donations could be made in memory of, in honor of, or donated by. There would be a plate in the bound book that reads Binding and Preservation donated by \_\_\_\_\_  
The cost would be \$100 per year and checks would be made to the Elma Public Library.

**2020 Holidays and Closings:** Kate will cover for Tom at the April board meeting. The schedule of closings and holidays is as follows:

- New Year's Day, Jan. 1 – closed
- MLK day, Jan. 20 – closed
- Patriots Day, Feb 17 – closed
- Good Friday, April 10 – OPEN
- Memorial Day, May 25 – closed
- July 3- OPEN. July 4 – closed
- Veteran's Day, Nov. 11 – closed
- Thanksgiving, Nov. 26 – closed
- Christmas Eve, Dec. 24 - close early
- Christmas Day, Dec.25 – closed
- New Year's Eve, Dec. 31 – close early

**Wi-Fi Hot Spot:** Tom was contacted by T-Mobile and offered a mobile hot spot to loan out patrons for \$30 per month. We said No thank you.

**Ellen and Sue Sudlik's Recommendation for Reappointment:** Ellen moved to approve all, seconded by Eileen and passed 4-0.

**Rules of Conduct:** The Elma Public Library rules of conduct were reviewed and discussed the change to the smoking policy. Tom P. made a motion to adopt the revised rules of conduct, seconded by Ellen and passed 4-0.

Tom asked for some suggestions for programs. He will look into the Buffalo Zoo, The Art Gallery, The History of Brewing and Distillery resurgence, The Buffalo Philharmonic Orchestra for possible programs.

Crystal Rock water supplier has a difficult billing system. They keep charging us sales tax.

Terry made a motion to approve all reports and adjourn, seconded by Eileen and passed 4-0.

Respectfully submitted by Terry Booth