

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ANNIE PORTER AINSWORTH MEMORIAL LIBRARY
6064 SOUTH MAIN STREET, PO BOX 69
SANDY CREEK, NEW YORK 13145**

Date: April 5, 2018, 6:00 p.m.

Kind of Meeting: Regular Meeting

Board Members Present: Kevin Allard, Rachel Allen, Ashley Haskins, James Horth, Charles Worden

Others Present: Jessica Godfrey

CALL TO ORDER/ROLL CALL

President James Horth called the meeting to order at 6:15 pm.

APPROVAL OF AGENDA

Motion to approve agenda by Kevin Allard, seconded by Ashley Haskins; approved.

APPROVAL OF MINUTES

Motion to approve the minutes from the March 8, 2018 meeting by Ashley Haskins, seconded by Charles Worden; approved.

REPORTS

● Director's Report

- See attached report.

● Finance Report

- See attached report
- OELS Overpayment- On March 16, 2018, the library received back administrative overpayment fees that were charged by OELS in the amount of \$516.40. Ashley will look for clarification on whether this amount includes the sub overpayment.
- A letter needs to be printed on letterhead and given to Pathfinder Bank to authorize Kevin as a check signer on the account.
- Motion to replenish petty cash in the amount of \$15. 90 by Ashley Haskins seconded by Kevin Allard; approved.
- Motion transfer \$1,705.43 to Director's Account from the General Account by Ashley Haskins, seconded by Charles Worden; approved.
- Motion to approve unscheduled bills as listed in the Treasurer's report in addition to the regularly scheduled bills by Ashley Haskins, seconded by Rachel Allen; approved.

● Fundraising Committee Report- Ashley will be working with Jessica to set a date for the Trivia Night, which will take place in May.

PERIOD FOR PUBLIC EXPRESSION

None at this time.

CORRESPONDENCE AND COMMUNICATION

- Thank you notes to the Higgins Family Trust and donations made in memory of Kay Dealing have been sent.
- Paperwork should soon be coming from Dormitory Authority of the State of New York (DASNY) and will need to be sent back for the grant from Senator Ritchie.

OLD BUSINESS

- Outstanding Actionable Items- Discussed the creation and components of the Safe Sanctuary Policy.
- Credit Card Policy/Committee Update
 - Credit Card Options - Motion to apply under the name Ainsworth Memorial Library for Paypal Credit Card by Ashley Haskins, seconded by Kevin Allard; approved.
 - Paypal Credit Card (MasterCard) features
 - Protection against fraudulent charges
 - 2% cash back on everything
 - Promotions around holidays
 - b. Draft Credit Card Policy - Charles has been working on a draft policy and will refine it for the May meeting for discussion and/or approval.
- Security System Training Availability- Charles has not had a chance to explore training available for the security system. The library has a training manual for the security system. A monitor needs to be hooked up to the system in order to operate it, along with a mouse and keyboard, which the library already has.
- Whistle Blower Policy- Motion to adopt the Whistle Blower policy as attached by Kevin Allard, seconded by Ashley Haskins; approved.

NEXT MEETING DATE

The next regular meeting for the Board of Trustees is scheduled for Tuesday, May 8, 2018 at 6:00 pm. This meeting will take place at the library.

ADJOURNMENT

Motion to adjourn at 7:45 pm by Kevin Allard, seconded by Ashley Haskins; approved.

Respectfully submitted,

Rachel F. Allen
Board Secretary

**** All motions unanimously carried unless otherwise noted.****