

**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: August 15, 2017, 6:00 p.m.

Kind of Meeting: Regular Meeting

Board Members Present: Rachel Allen, Ashley Haskins, Brandy Snyder-VanRy, Charles Worden

Others Present: Jessica Godfrey

CALL TO ORDER/ROLL CALL

Vice President Charles Worden called the meeting to order at 6:05 pm. Absent from the meeting was President James Horth (approved).

APPROVAL OF AGENDA

Motion to approve agenda by Ashley Haskins, seconded by Rachel Allen; approved.

APPROVAL OF MINUTES

Motion to approve the minutes from the July 11, 2017 meeting by Rachel Allen, seconded by Brandy Snyder-VanRy; approved.

REPORTS

- Director's Report
 - See attached report.
- Finance Report
 - Balances as of August 15, 2017
 - General Fund \$21,412.71
 - Director's Account \$85.43
 - Genealogy Account \$20,358.03
 - CD \$6,331.27
 - Unscheduled Bills
 - Tops in the amount of \$59.52
 - Gumdrop Books in the amount of \$17.56
 - Baker and Taylor in the amount of \$450.50
 - Jessica Godfrey in the amount of \$28.15 for medical reimbursement
 - W.B. Mason in the amount of \$44.21
 - There are some questions regarding administrative fees charged by Onondaga Employee Leasing Services (OELS). Ashley will be contacting them to determine why we are receiving these extra charges.
 - Motion to pay unscheduled bills in addition to the regularly scheduled bills by Brandy Snyder-VanRy, seconded by Rachel Allen; approved.
 - Motion to transfer \$399.54 into Directors Account from the Operating Account by Rachel Allen, seconded by Ashley Haskins; approved.
 - Motion to replenish Petty Cash by adding \$10.00 by Brandy Snyder-VanRy, seconded by Rachel Allen; approved.

PERIOD FOR PUBLIC EXPRESSION

None at this time.

CORRESPONDENCE AND COMMUNICATION

None at this time.

OLD BUSINESS

- Outstanding Actionable Items - The Action Plan was examined and tasks are being completed.
- Approval of Employee Handbook- Motion to approve the library Employee Handbook with said changes by Ashley Haskins, seconded by Brandy Snyder-VanRy; approved.

NEW BUSINESS

- Conference/Workshop Approval- Motion to approve Jessica's attendance at DueNorth Training taking place at NCLS on Wednesday, August 16 by Brandy Snyder-VanRy, seconded by Ashley Haskins; approved.
- Policy Revision
 - Circulation and Interlibrary Loan Policy- Motion to approve the revised Circulation and Interlibrary Loan policy with the discussed revisions by Ashley Haskins, seconded by Brandy Snyder-VanRy; approved.

NEXT MEETING DATE

The next regular meeting for the Board of Trustees is scheduled for Monday, September 18, 2017 at 6:00 pm. This meeting will take place at the library.

ADJOURNMENT

Motion to adjourn at 7:13 pm by Rachel Allen, seconded by Ashley Haskins; approved.

Respectfully submitted,

Rachel F. Allen
Board Secretary

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