

**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:** December 18, 2017, 4:00 p.m.

**Kind of Meeting:** Regular Meeting (Rescheduled from original date due to weather)

**Board Members Present:** Rachel Allen, 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 meeting was President James Horth (approved) and Treasurer Ashley Haskins (approved).

**APPROVAL OF AGENDA**

Motion to approve agenda by Rachel Allen, seconded by Brandy Snyder-VanRy; approved.

**APPROVAL OF MINUTES**

Motion to approve the minutes from the November 13, 2017 by Rachel Allen, seconded by Brandy Snyder-VanRy; approved.

**REPORTS**

- Director's Report
  - See attached report.
  - Motion to transfer \$281.54 from the Operating Account into the Director's Account by Rachel Allen, seconded by Brandy Snyder-VanRy, approved.
  - Motion to add \$17.68 into Petty Cash by Rachel Allen, seconded by Brandy Snyder-VanRy; approved.
- Finance Report
  - See attached report
  - Motion to pay the unscheduled bills in addition to the bill from Orwell Container (in the amount of \$80.70) and the regularly scheduled bills by Brandy Snyder-VanRy, seconded by Rachel Allen; approved.

**PERIOD FOR PUBLIC EXPRESSION**

None at this time.

**CORRESPONDENCE AND COMMUNICATION**

- 2017-2018 ballot funds have been formally requested from the Sandy Creek Central School District via email on December 18, 2017 from Rachel to Shelley Fitzpatrick.
- Received response from Attorney General's office regarding the Friends letter. It has been decided that the Attorney General's office is not going to take any actions in this matter.
- Thank you letters for donations received at last month's meeting have been mailed.

**OLD BUSINESS**

Outstanding Actionable Items - The Action Plan was examined and tasks are being completed.

**NEW BUSINESS**

Director Yearly Evaluation- Once all board members have completed the evaluation, Brandy will print and meet with Jessica to sign the completed evaluation.

**NEXT MEETING DATE**

The next regular meeting for the Board of Trustees is scheduled for Monday, January 22, 2018 at 6:00 pm. This meeting will take place at the library. (Secretary's Note: The date was changed after the December meeting due to scheduling conflicts. The next regular meeting for the Board of Trustees is scheduled for Friday, January 19, 2018 at 6:00 pm.)

**ADJOURNMENT**

Motion to adjourn at 4:40 pm by Rachel Allen, seconded by Brandy Snyder-VanRy; approved.

Respectfully submitted,

Rachel F. Allen  
Board Secretary

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