

**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 11, 2018, 5:30 p.m.

Kind of Meeting: Regular Meeting

Board Members Present: Kevin Allard, James Horth, Charles Worden

Board Members Not Present: Ashley Haskins

Others Present: Jessica Godfrey, Celicia Robbins

CALL TO ORDER/ROLL CALL

President James Horth called the meeting to order at 5:38 pm.

APPROVAL OF AGENDA

Motion to approve agenda by Kevin Allard, seconded by Charles Worden; approved.

APPROVAL OF MINUTES

Motion to approve the minutes from the November 12, 2018 meeting by Kevin Allard, seconded by Charles Worden; approved.

REPORTS

- Director's Report
 - See attached report.
- Finance Report
 - See attached report
 - Credit Card – discussion about how the Board is approving payment of the Library's credit card bill. Haskins to add credit card payment to monthly unscheduled bills report.
 - Motion to approve the payment of bills as outlined in Treasurer's report by Kevin Allard, seconded by Charles Worden; approved.
 - Discussion about requesting SCCS release library funding from 2018 school taxes. Kevin Allard to send letter to Shelley Fitzpatrick requesting funds.

PERIOD FOR PUBLIC EXPRESSION

In response to the Board's request for more information about the length of library programs and the impact on regular work routines Celicia Robbins gave a presentation to the Board on the library's programming. Overall the length of the library's programs are consistent with other library's in the system. Robbins also requested that the Board approve the purchase of Vector Stock for use in creating library communications and infographics. After discussion the Board

requested that Robbins provide the Board with the cost for an annual subscription to be reviewed at the January Board meeting.

CORRESPONDENCE AND COMMUNICATION

- A \$100 donation was received from John Allen in memory of Steve McCullough.

OLD BUSINESS

- Outstanding Actionable Items- No discussion at this time.
- Sexual Harassment Policy – Motion to approve new Library policy based on NCLS Sexual Harassment Policy with OELS as point of contact by Kevin Allard, seconded by Charles Worden; approved.
- 2019 Budget Revision & Approval – Motion to approve the 2019 Budget by Kevin Allard, seconded by Charles Worden; approved.
- School Ballot Initiative – Motion to approve 2019 School Ballot Initiative seeking an increase in library funding in the amount of \$40,000 by Kevin Allard, seconded by Charles Worden; approved. Kevin Allard to send letter to SCCS requesting addition of library to February 2019 School Board meeting for such purpose.

NEW BUSINESS

- Board Officer Elections – Motion to approve James Horth, President, Charles Worden, Vice-President, Ashley Haskins, Treasurer and Kevin Allard, secretary by Kevin Allard, seconded by Charles Worden; approved.
- Trustee Vacancy – Motion to approve placement of advertisement soliciting interest in the vacancy left by the resignation of Trustee Rachel Allen by Kevin Allard, seconded by Charles Worden; approved.
- Checking Account - Motion to approve the addition of Charles Worden and the removal of Rachel Allen as signatories to the Pathfinder Bank checking account by Kevin Allard, seconded by Charles Worden; approved.

EXECUTIVE SESSION

- Motion to go into Executive Session by Kevin Allard, seconded by Charles Worden; approved. The board came out of Executive Session at 7:35 pm.

NEXT MEETING DATE

The next regular meeting for the Board of Trustees is scheduled for Tuesday, January 15, 2019 at 5:30 pm. This meeting will take place at the library.

ADJOURNMENT

Motion to adjourn at 7:37 pm by Kevin Allard, seconded by Charles Worden; approved.

Respectfully submitted,

Kevin Allard
Board Secretary

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