

**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: July 9, 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 6:00 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 June 7, 2018 meeting by Kevin Allard, seconded by Ashley Haskins; approved.

REPORTS

- Director's Report
 - See attached report.
 - Motion to purchase up to four bookcases to be used for children's DVDs by Kevin Allard, seconded by Ashley Haskins; approved.
 - Motion to transfer \$751.47 into Director's account by Kevin Allard, seconded Charles Worden; approved.
 - Motion to add \$22.00 to replenish petty cash by Ashley Haskins, seconded by Rachel Allen; approved.
 - The library will be closed on Monday, September 17, for the North Country Library System 2018 annual meeting. This will allow staff to attend the professional development sessions. Some board members will be attending this event.
- Finance Report
 - See attached report
 - Motion to approve unscheduled bills as listed in the Treasurer's report in addition to the regularly scheduled bills by Ashley Haskins, seconded by Kevin Allard; approved.
 - Ashley updated the board on the 501c3 application status. The library's mission statement needs to be reviewed and labeled in a way that is needed for the application. The annual report categories need to be sorted into categories reflective of the required IRS categories. It is still Ashley's goal to complete this application process by the end of the year.
- Fundraising Committee Report- Trivia night has been set for Thursday, August 30 at 6:00 pm. Those wishing to participate may sign up individually or as a team of 5 (max).

PERIOD FOR PUBLIC EXPRESSION

None at this time.

OLD BUSINESS

- Outstanding Actionable Items - Reviewed item list.
- Credit Card Committee Update- The credit card process has been completed and a card has been received. There is a \$15,000 credit limit on the card.
- Plan of Service - The Plan of Service was signed by the Board members and will be submitted by the Director.
- Capital Project- Nothing new to report at this time.

NEW BUSINESS

- Conference/Workshop Approval- Motion to approve the following conference requests: Jessica Godfrey to attend the *Update on NYS Minimum Standards* on August 21, 2018 at the North Country Library System (NCLS), and Jessica Godfrey, Celicia Robbins, and Sherry Webb to attend the *2018 NCLS Annual Meeting* on September 17, 2018 in Watertown by Rachel Allen, seconded by Charles Worden; approved.
- Safe Haven Policy- Jim presented a sample Safe Haven policy. It was determined that further review and discussion is needed. The Board wants to ensure that the policy adopted is one that will work for for library programming and staff.

NEXT MEETING DATE

Tentatively there is no regular meeting scheduled for the month of August. There will be a special meeting scheduled within the first seven days of August to discuss bid applications. At this time, bills will also be paid. Notification of scheduled meeting will be at least 72 hours in advance.

ADJOURNMENT

Motion to adjourn at 6:55 pm by Charles Worden, seconded by Kevin Allard; approved.

Respectfully submitted,
Rachel F. Allen
Board Secretary

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