

**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:** June 13, 2017, 6:00 p.m.

**Kind of Meeting:** Regular Meeting

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

**Others Present:** Jessica Godfrey

**CALL TO ORDER/ROLL CALL**

President James Horth called the meeting to order at 6:02 pm.

**APPROVAL OF AGENDA**

Motion to remove "Future Business" from agenda and approval of revised agenda by Rachel Allen, seconded by Ashley Haskins; approved.

**APPROVAL OF MINUTES**

Motion to approved the minutes from the May 15, 2017 meeting with the revision of the language used in the Meeting Room policy motion by Rachel Allen, seconded by Charles Worden; approved.

**REPORTS**

- Director's Report
  - See attached report.
- Finance Report
  - Balances as of May 15, 2017
    - General Fund \$22,736.25
    - Director's Account \$42.79
    - Genealogy Account \$20,497.04
    - CD \$6,323.69
  - Unscheduled Bills
    - Deaton's Home Center in the amount of \$34.97
    - W.B. Mason in the amount of \$100.96
    - Baker and Taylor in the amount of \$368.20
    - Gumdrop Books in the amount of \$23.14
    - Jessica Godfrey in the amount of \$60.00 for medical reimbursement.
    - Jessica Godfrey in the amount of \$179.88 for medical reimbursement.
    - Jessica Godfrey in the amount of \$39.06 for medical reimbursement.
  - Motion to pay unscheduled bills in addition to regularly scheduled bills by Ashley Haskins, seconded by Brandy Snyder-VanRy; approved.
  - Motion to move \$657.90 into Director's Account from Operating Account by Ashley Haskins, seconded by Rachel Allen; approved.
  - The Board examined the current budget and discussed creating a committee to review the current budget situation and then having the committee present finding to the Board at the July meeting.

## **PERIOD FOR PUBLIC EXPRESSION**

None at this time.

## **CORRESPONDENCE AND COMMUNICATION**

- Thank you note has been written and will be sent to Mrs. Clerkin.
- A letter was received from the Oswego County Summer Feeding Program. The Board will respond to the letter and offer to communicate the message through fliers/brochures, but will not be participating as this program is offered at Sandy Creek Central School.
- Multiple donations have been received in memory of Rhonda Barron. Thank you letters will be sent. It was also decided that the funds received will go towards the creation of the “Tiny Library” being built during the summer reading program. This tiny library will be dedicated to Rhonda Barron’s memory.
- Board members received a thank you note from Jessica Godfrey’s family regarding the flowers sent at the time of her grandmother’s death.
- The Board reviewed proposed letter to be sent to Attorney General and proposed some changes before sending letter to lawyer for approval.

## **OLD BUSINESS**

- Outstanding Actionable Items - The Board discussed and developed a plan for the remaining items on the action plan. It was decided that the Board would like to pursue the 501c3 application process.
- Approval of Revised Meeting Room Policy- Motion to accept the Meeting Room Policy as revised by Ashley Haskins, seconded by Brandy Snyder-VanRy; approved.

## **NEW BUSINESS**

- DVD Policy- The Board discussed direction of this policy and it was agreed that some changes need to be made. Charles will be checking other policies to see where amendments need to be made. Celicia and Jessica will be creating a permission slip to present to the Board at the next meeting.
- Conference/Workshop Approval- There are none at this time.
- CD Maturity- Pathfinder Bank is having special on 18 month CD options. There are better options available than the one currently being used. It was decided by the Board to roll the funds into high-yield CD. Motion to roll over the current 12 month CD upon maturity date of July 4, 2017 into a high yield CD by Ashley Haskins, seconded by Brandy Snyder-VanRy; approved.
- Approval of Employee Handbook- The Board and Director will continue editing the employee handbook for approval at the July meeting.
- Approval of Conflict of Interest Policy- Revision and approval of this policy will be moved to the July meeting.
- Policy Revision
  - Personnel & Volunteer Personal Appearance Policy- Jim will draft some suggestions for approval at the July meeting.
  - Public Relations Policy- The Board will work collaboratively on drafting suggestions for approval at the July meeting.

**NEXT MEETING DATE**

The next regular meeting for the Board of Trustees is scheduled for Tuesday, July 11, 2017 at 6:00 pm. This meeting will take place at the Library.

**ADJOURNMENT**

Motion to adjourn at 8:35 pm by Brandy Snyder-VanRy, seconded by Charles Worden; approved.

Respectfully submitted,

Rachel F. Allen  
Board Secretary

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