

**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:** March 8, 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, Celicia Robbins

**CALL TO ORDER/ROLL CALL**

President James Horth called the meeting to order at 6:06 pm.

**APPROVAL OF AGENDA**

Motion to approve agenda by Charles Worden, seconded by Ashley Haskins; approved.

**APPROVAL OF MINUTES**

Motion to approve the minutes from the February 5, 2018 meeting by Charles Worden, seconded by Kevin Allard; approved.

**REPORTS**

- Director's Report
  - See attached report.
- Finance Report
  - See attached report
  - Motion to pay unscheduled bills (with the addition of mileage reimbursement for Jessica Godfrey, Celica Robbins and Sherry Webb each in the amount of \$31.23 and the exclusion of the STAT bill in the amount of \$62.00 and the bill from North Country Library System in the amount of \$167.30) in additional to regularly scheduled bills by Ashley Haskins, seconded by Kevin Allard; approved.
  - Motion to transfer \$360.51 from Operating Account into the Director's Account by Ashley Haskins, seconded by Charles Worden; approved.
  - Ashley has found free software (*Wave*) to help with bookkeeping purposes. She says this software will be very beneficial with running reports and completing the Annual Report each year.
  - Motion to make Kevin Allard an approved signer for checks by Ashley Haskins, seconded by Charles Worden; approved.
- Fundraising Committee Report
  - There has been no interest expressed in the March Madness event. This event will be cancelled for this year.
  - Due to Easter taking place on April 1st this year, the Jail-n-Bail event may be rescheduled for April 7th in hopes that more people will be able to participate in the event on that date.
  - The trivia night is scheduled to take place in May. Jessica is going to be the host.
  - There will be no fundraising event in June.

## **PERIOD FOR PUBLIC EXPRESSION**

None at this time.

## **CORRESPONDENCE AND COMMUNICATION**

- There have been two donations:
  - Donation in memory of Kay Dealing.
  - Donation from the Higgins Family Trust. This will be the last donation from this Trust.

## **OLD BUSINESS**

- Outstanding Actionable Items- The long-range plan survey will be distributed in as many ways possible without sending through the mail.
- Credit Card Policy/Committee Update
  - Credit Card Options- The Amazon card will not work. The library would have to have a corporate account and there are not benefits attached to this card. The best cards give 1% for business account with Chase Ink- 5% for some (few) things. Ashley will look at the PayPal credit card and come with a recommendation for the next meeting.
  - Draft Credit Card Policy- A draft of this policy has been tabled until next month.
- Security System- Charles looked at the set-up, but did not have a monitor or mouse to get into the program.
- Personnel and Volunteer Personal Appearance Policy Revisions- See attached policy. Motion to approve the Personnel and Volunteer policy as revised by Charles Worden, seconded by Ashley Haskins; approved.
- Wireless Printing- Charles emailed Jerry Shell to turn off the ability for individuals using wireless capabilities to send print jobs to the printer. Jerry will let us know when this will happen so that it does not interfere with day-to-day operations. Charles has not heard back from Jerry yet.
- NCLS Computer Services- Ashley will be talking with NCLS about the services we are paying for and to inquire about the recent bill that we received in the amount of \$167.30. She will bring this information to the next meeting.
- Higgins Donation- Motion to purchase the desk needed for assistants by Ashley Haskins, seconded by Kevin Allard; approved.

## **NEW BUSINESS**

- Conference/Workshop Approval- There are no new requests at this time.
- Budgeting Continuing Education Workshops- Motion to establish new budget line item for continuing education to include compensation for up to 40 hours of staff time and 20 hours of substitute time to be used at the discretion of the Director by Ashley Haskins, seconded by Charles Worden; approved.
- Whistle Blower Policy
  - Motion to nominate Charles Worden as compliance officer for the Whistle Blower Policy by Ashley Haskins, seconded by Kevin Allard; approved.
  - Kevin will send a revised policy, which will include Charles' name as compliance officer, for approval at the April meeting.

- Changing Library Hours- Motion to change library hours as of April 1, 2018, to 10 am - 6 pm Monday, Tuesday, Thursday, Friday and 10 am - 1 pm on Saturday by James Horth, seconded by Kevin Allard; approved.

**NEXT MEETING DATE**

The next regular meeting for the Board of Trustees is scheduled for Thursday, April 5, 2018 at 6:00 pm. This meeting will take place at the library.

**ADJOURNMENT**

Motion to adjourn at 8:12 pm by Kevin Allard, seconded by Ashley Haskins; approved.

Respectfully submitted,  
Rachel F. Allen  
Board Secretary

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