

**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:** May 8, 2018, 6:00 p.m.

**Kind of Meeting:** Regular Meeting

**Board Members Present:** Kevin Allard, Rachel Allen, James Horth, Charles Worden

**Others Present:** Jessica Godfrey

**CALL TO ORDER/ROLL CALL**

President James Horth called the meeting to order at 6:02 pm. Absent from the meeting was Treasurer, Ashley Haskins (approved).

**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 April 5, 2018 meeting by Rachel Allen, seconded by Charles Worden; approved.

**REPORTS**

- Director's Report
  - See attached report.
- 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 Kevin Allard, seconded by Charles Worden; approved.
  - Motion transfer \$745.89 to Director's Account from the General Account by Charles Worden, seconded by Kevin Allard; approved.
- Fundraising Committee Report
  - No report at this time.

**PERIOD FOR PUBLIC EXPRESSION**

None at this time.

**CORRESPONDENCE AND COMMUNICATION**

- The SAMS packet was received from the state. A formal request will need to be sent out for construction proposals that will include advertisement in the paper. If the vendor who is selected for the project is willing to wait 60 days, the state will send payment directly to the vendor and there will be no need for the library to get a loan from the bank.

**OLD BUSINESS**

- Outstanding Actionable Items - Reviewed item list.
- Credit Card Policy/Committee Update

- Draft Credit Card Policy- Motion to adopt the Credit Card policy as attached by Kevin Allard, seconded by Rachel Allen; approved.

### **NEW BUSINESS**

- Conference/Workshop Approval
  - Celicia Robbins- Library Design on a Dime- April 17, 2018- Location: NCLS
  - Sherry Webb- Strategies for Successful Partnerships and Outreach to Families with Young Children- May 10, 2018- Location: Pulaski
  - Jessica Godfrey- NCLS Cataloging/Circulation Committee Meeting- May 31, 2018- Location: NCLS
  - Jessica Godfrey- JAB/Director's Meeting- June 12, 2018- Location: NCLS
  - Jessica Godfrey- Conflict Resolution/Building Effective Teams- June 19, 2018- Location: NCLS
  - Motion to approve workshop attendance as outlined by Kevin Allard, seconded by Charles Worden; approved.
- Summer Reading Program- Motion to approve the Summer Reading Program book amnesty program by Kevin Allard, seconded by Charles Worden; approved.

### **NEXT MEETING DATE**

The next regular meeting for the Board of Trustees is scheduled for Thursday, June 7, 2018 at 6:00 pm. This meeting will take place at the library.

### **ADJOURNMENT**

Motion to adjourn at 7:10 pm by Kevin Allard, seconded by Charles Worden; approved.

Respectfully submitted,  
Rachel F. Allen  
Board Secretary

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