

**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 15, 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 6:08 pm.

APPROVAL OF AGENDA

Motion to move "Tobacco-Free Signage" to New Business and add AmeriCorps discussion to New Business by Ashley Haskins, seconded by Charles Worden; approved.

APPROVAL OF MINUTES

Motion to approve the minutes from the April 10, 2017 meeting by Brandy Snyder-VanRy, seconded by Rachel Allen; approved.

REPORTS

- Director's Report
 - See attached report.
 - Motion to move \$309.42 into Director's Account from Operating Account by Ashley Haskins, seconded by Brandy Snyder-VanRy; approved.
 - Per doctor's order, Tierra Mintonye will be out of work starting on May 3, 2017.
- Finance Report
 - Balances as of May 15, 2017
 - General Fund \$27,788.21
 - Director's Account \$6.65
 - Genealogy Account \$20,496.70
 - CD \$6,323.69
 - Unscheduled Bills
 - Deaton's Home Center in the amount of \$7.98.
 - W.B. Mason in the amount of \$105.77.
 - Baker and Taylor in the amount of \$436.09.
 - Gumdrop Books in the amount of \$17.89.
 - Tops in the amount of \$40.93.
 - Jessica Godfrey in the amount of \$40.00 for medical copay.
 - Jessica Godfrey in the amount of \$30.71 for mileage reimbursement.
 - Motion to pay unscheduled bills in addition to regularly scheduled bills by Ashley Haskins, seconded by Rachel Allen; approved.

PERIOD FOR PUBLIC EXPRESSION

None at this time.

CORRESPONDENCE & COMMUNICATION

- The thank you letter was mailed to Ann Williams on May 15, 2017.
- We received a donation from Mrs. Margaret Clerkin. A thank you letter will be sent as soon as possible.
- A letter was received from the Blue Mountain Museum regarding the Adirondack Experience Library Membership Program where libraries can purchase a membership that will then allow patrons to borrow a card for discounted membership at the Blue Mountain Museum. The Board has decided to not participate at this time.

OLD BUSINESS

- Outstanding Actionable Items - The Board discussed and developed a plan for the remaining items on the action plan.
- Dollars for Scholars Request- It was determined by the Board that a donation cannot be made to the Sandy Creek Dollars for Scholars program due to the fact that we're funded by taxpayer money.
- 501c3 Application Decision - It was decided by the Board to pursue 501c3 status. Motion to pursue the application process for a 501c3 status by Ashley Haskins, seconded by Charles Worden; approved.
- Severance of Relationship with Friends- Jim has begun composing the letter to the state Attorney General. It has not been an easy letter to write and he will be sending it the Board members for composing and editing purposes. It was decided that the letter will be first sent the town lawyer before the official mailing.

NEW BUSINESS

- Conference/Workshop Approval- Jessica Godfrey has requested to attend the following workshops/meetings:
 - Oswego County Libraries Council Meeting, Phoenix Library, May 16, 2017
 - Library Showcase Showdown, NCLS, Watertown, NY, June 13, 2017
 - JAB/Director's Meeting, NCLS, Watertown, NY, June 20, 2017
 - Motion to approve upcoming workshops by Ashley Haskins, seconded by Brandy Snyder-VanRy; approved.
- Policy Revision
 - Materials Selection & Collection Development Policy- Motion to accept the Materials Selection & Collection Development Policy as revised by Charles Worden, seconded by Ashley Haskins; approved.
 - Meeting Room Policy- The Board revised the Meeting Room Policy. Revised policy will be presented at the June board meeting for approval.
 - Tobacco Free Signage - The Tobacco Free Network of CNY is offering free signage for grounds and entryway and free policy writing. Jessica is going to be contacting them in regards to free signage for the library entryways.
 - AmeriCorps Discussion- Jessica has agreed to host and supervise an AmeriCorps worker for the summer. Brandy will be communicating with the Director of the Oswego County AmeriCorps program to determine the details.

NEXT MEETING DATE

The next regular meeting for the Board of Trustees is scheduled for Tuesday, June 13, 2017 at 6:00 pm. This meeting will take place at the Library.

ADJOURNMENT

Motion to adjourn at 9:09 pm by Brandy Snyder-VanRy, seconded by Ashley Haskins; approved.

Respectfully submitted,

Rachel F. Allen
Board Secretary

All motions unanimously carried unless otherwise noted.