

Ethelbert B. Crawford Public Library

Trustee Meeting Minutes March 15, 2018

Approved April 19, 2018

The meeting was called to order at 5:17 by President Lynn Skolnick (via skype.) Other members present included Christine Cavello, Connie Keller, Marvin Rappaport and Sari Rosenheck. Absent were Marcia Raponi and Steve Sharoff.

Connie moved and Sari seconded motion to approve the minutes of February 15, 2018. Motion passed unanimously. Connie presented vouchers for bills to be paid and moved to pay all bills presented. Sari seconded the motion and it passed unanimously.

Correspondence

- 2nd lien was received by Schmidt's Wholesale

Public Comment

None

Monthly Statistics

We continue to get new patrons.

Teen attendance continues to grow.

The Friends Winter Family Fun Day had great attendance - 65 people.

Lynn asked if people are using Libby to download books? Connor stated Libby is not available on all devices at this time. It was mentioned that a demonstration should be planned on how to use Overdrive/Libby. One will be planned in the future.

Cheryl is teaming with the Monticello Middle School Librarian to work on a Literary Magazine called Teen Zine.

Committee Reports

Policy discussed work toward development of a privacy and confidentiality policy. Still need further discussion at a future meeting; unattended children, challenged works, hanging of artwork in the community room and policy for us of the outside space all need to be developed.

Programming: Seed-Starting program scheduled for Tuesday, March 27th; 5:15 – 7:15 pm
A little bit behind scheduling April programs. Looking at Astronomy program for April 5th – has since been confirmed. Jonathan Fox has been rescheduled for April 12th. There may be a possible canning program through CCE. The committee is looking to fill April 26th. Next meeting is scheduled for April 25th.

Lynn is going to look into how to get information off of Survey Monkey from patron paper evaluations of programs attendees fill out after attending our programs.

Personnel

Staff meeting on 3/14 went well.

Board approved changing newsletter from 4 times a year to 3 times a year.

Planning to include an active shooter/emergency evaluation drill as part of May staff meeting.

One of two part-time security guard will be starting next week. He will work 3 evenings a week.

Director's Report (see attached)

Mary Paige and Lynn will meet with Steven Hoefler (RCLS fiscal officer) before our next board meeting to go over financial documents. This is to help the board better understand the terminology used in the financial statements.

Mary Paige asked the board to move \$20,000 from the capital fund to pay for expenses incurred through landscape architect to continue to make progress toward completion of current phase of the landscaping project, largely to remediate MVL. Lynn motioned and Marvin seconded. The motion passed unanimously.

Every Friday is jeans day for staff members. If you wish to wear jeans you put a dollar in a jar. Participating staff member's name that gets pulled from jar is able to donate that years money to a charity of his/her choice.

Last month it was mentioned to increase the number of members on the board. Lynn looked around at the local libraries 27 out of 47 libraries have 7 or less trustees. It was also mentioned that it is difficult to get people to run or having enough members at a monthly meeting. We will continue to look at other options for the amount of committee work the board is now doing.

Mary Paige would like the personnel/budget committee to meet next month to look at hiring scenarios for the future.

Connie brought up hiring someone that could work as an assistant to Mary Paige in some way.

Motion to adjourn at 6:38 pm by Marvin, seconded by Sari and passed.

Next meeting: Thursday, April 19th

Submitted by, Christine Cavello