

FAIRMOUNT COMMUNITY LIBRARY BOARD MEETING

Minutes October 17, 2018

Call to order

- A meeting of the Fairmount Community Library Board of Trustees was held at the Fairmount Community Library on October 17, 2018. Attendees included Patty Cherry (Treasurer), Alison Chamberlain (Board member), Dick Mahan (Board member), Jeff Boyea (Vice President), Gary Ferner (Board member), Mike Ranieri (Board member), Jen Grant (President), John Rittell (Director), Claire Costello (Patron). Members not in attendance included Pete O'Mara (Board member). The meeting was called to order at 6:35PM.
- A copy of the proposed update to the Bylaws was circulated to all board members. A vote regarding approval of the same will take place at the next meeting.

Public Expression

- None

Approval of minutes

- August and September meeting minutes approved.

Reports

Director's Report

- John presented the October Director's report. Director's report will be posted on the library website
- Comments regarding Jack Murphy, who completed some handyman work over the past month.
- Discussion of Brenda Shea's new children's programs, and the success of the children's programming.
- The director's report suggests a change in the operating hours. Dick asked for clarification regarding the change. John suggested that the public seems to want an earlier opening time, and therefore shifting the hours from 10-8 to 9:30-7:30 might accommodate the public. Mike suggested a sign regarding the proposed change to see whether the public has further comment.
- Claire suggests purging certain areas/categories of the collection that might be out of date (ie: medical), and this leads to a discussion regarding purging/shifting of the collection in general and how ordering takes place.
 - Brenda Shea will be added to the collection selection committee to attempt to accommodate the needs of the children's collection.
- Discussion regarding a recent issue of a patron viewing inappropriate material online
 - This led to a new internet use policy, provided to each patron before their use of the internet, as well as new and updated filters applied by the IT person.
 - Repeated misuse of the internet will lead to patrons being banned for a period of time.

Treasurer's Report

- September 2018
 - Revenue: \$441
 - Operating Expenses: \$ \$20,875
 - April Operating Expenses over Revenue: \$20,434
 - Cash Balance as of 09/30/2018: \$41,516
- Awaited response from DB&B as to the pros and cons of changing our financial year from calendar year to a fiscal year that coincides with our funding cycle.
- Noted that three checks were voided, showing a higher cash balance than expected.
- Tax Levy funds were dispersed the first week of October. Total tax levy was approximately \$341,000.
- 990 will be completed by 11/15.
- Budgeting was on target.

Follow up

- Gary to head up a personnel committee and work on job descriptions and instruments to assist moving forward with future director evaluations
 - Gary to assist John in evaluating and editing every position's description and measures of performance
 - Updating the employee handbook will be a priority of this committee.
 - John's next performance evaluation will be 6 months after the last (appx March 2019).
- Nick Masterpole (insurance agent) arrived at 7:30 to discuss a new proposal from Utica National. Switching to Utica National would likely save approximately \$1,000 annually while providing the same or better coverage. Utica National's policy is more specific to libraries than the current policy.
 - A questionnaire regarding the inventory is necessary to finalize the quote. John will complete the questionnaire.
 - Legal liability coverage for the board was discussed, and further clarification is needed as to whether the Utica National policy would replace the Directors and Operators coverage, or whether D&O coverage would be additional.
 - Jeff questioned Nick regarding the new sexual harassment policy training requirement. Nick will provide notification poster and boilerplate policy. Gary has a colleague he will talk to about performing the training at the library.
- John has been attending the director's meetings.
- John will not attend NYLA this year, but has several upcoming trainings.
- John distributed a draft of his strategic plan.
 - Discussion of a strategic plan committee
 - This committee should include John, a staff member, a board member, and a patron
 - John will look into seminars regarding strategic/longterm planning
- Sue Considine, former director of the Fayetteville Free Library and now a consultant, will meet with Jen as a possible consultant for the library.
- An audit and development of controls will be a priority in 2019, and will be pursued early in the new year.

Action Items

1. Jen will attempt to hook up the projector at future meeting to reduce the need to print packets of documents for each board member.
2. Public bulletin board will be installed prior to next board meeting.
3. Jen to create google drive, password protected for board members.

Board Approval(s)

- none

Adjournment

Meeting Adjourned at 8:10 PM.