

ELMA PUBLIC LIBRARY BOARD OF TRUSTEES

November 14, 2011

The meeting was called to order at 7:02 PM.

Present: Kim Dixon, Susan Sudlik, Ellen McGreevy, Terry Booth, Dave Engberg, Eileen Holden and Tom Carloni.

Absent: Jay Ricketts

Dave ask that it be noted that Eileen and Tom should be commended for the wonderful display in the library for Veteran's Day.

Minutes: The minutes from the October meeting were reviewed.

Librarian's Report: Tom reported that the Sen. Gallivan Bullet money, \$2,500, was put into the gift account. The fire extinguishers were checked and okayed. Tom noted that Kate delivered pizza to Mrs. Harvey's 4th grade class because they won the sign-up challenge. There was low attendance at the Sally Cunningham gardening program. Tom felt it was because it was on a beautiful Saturday afternoon. Eileen suggested booking the new director of the Buffalo Zoo for a program and also suggested the Botanical Gardens and the History Museum for future programs. Sue suggested contacting University Express. She said they have interesting programs on insane asylums in Western New York and the Larkin soap company. She felt these are things that Seniors would be interested in seeing. Steve Cichon was also suggested to do a program on the history of broadcasting.

Treasurer's Report: Ellen reported that in looking into 5 Star Bank CD's, it would not be enough benefit for the trouble and we should keep the money where it is. She did suggest keeping the checking low while keeping the bulk of the gift money where it will earn some interest. Sue Sudlik checked the books and found no problems for this quarter.

SUB-COMMITTEES

ACT: Dave reported that at the November 4th meeting they were talking about starting a blog and were looking for help to do that. It was an idea sharing meeting and Sue said it was interesting to hear what other libraries were doing. Many good ideas were shared.

Friends: Eileen was authorized to buy some Poinsettias for the library. The friends will sponsor the annual gingerbread housebuilding on Dec. 2nd,

Town liaison: Tom said he heard from the town that the grant has been stamped and approved by all local parties and are just waiting for the state to finalize the authorization.

Publicity: Pictures of the Veteran's Day display were sent to the Elma Review and the Bee.

Policy: We examined the newly updated Rules of Conduct from Central and Sue made a motion, seconded by Kim to draft a local version of the updated rules for our library, passed 6-0.

OLD BUSINESS

Electrical and Restriping: The electrician told Tom that 2 of the outdoor lights that are causing concern are emergency lights and only come on when there is a power failure. The parking lot striping is done. They had a difficult time drying it but it is finished.

Blinds: Have been ordered and hopefully will be installed by Thanksgiving.

Lighted Outdoor Sign: Sue talked to Dennis and what we need is an up to date written proposal. Tom will contact the company that wrote up the original proposal for an update.

Fish Tank Estimates: Dave will propose the idea of the Friends paying for this at the next meeting, Tom will continue to research fresh water aquariums.

Replacement Chairs: Due to the fact that the chairs we selected at the last meeting offered no discount because of not being under state contract, the purchase was abandoned. Eileen contacted Mastercraft Upholstery in Lancaster to determine the cost of reupholstering our present chairs. If all 12 chairs were done, the cost per chair would be \$395 apiece. Add to that the cost of the fabric which would be about \$125 per chair and the total cost would be \$520 per chair. Ellen made a motion that we have 12 chairs upholstered by Mastercraft Upholstery seconded by Sue and passed 6-0. Ellen made a second motion to have Central Library order a table to go with the chairs with their excess funds. This was seconded by Kim and passed 6-0.

Reusable Signs: Eileen called Quality Quick Signs on French Road. If we order 10 or more signs, the double sided ones are \$15 per sign. He also sells stickers that can be used to change dates or times.

NEW BUSINESS

Meeting: Mary Jean sent Kim a letter requesting that she and Ken Stone attend a meeting with the board to find about fluctuating hours and to clarify why the amount of time staff is working on closed days is excessive. The meeting has been scheduled for **December 12th at 6:30 pm.**

2018 Holiday Hours: Tom had a question about hours on Christmas Eve and New Year's Eve 2018. They fall on a Monday and our hours are from 1pm-9pm. We suggested the hours be changed to 9am-1pm on both days.

Capital/Fixed Asset reporting: Ellen made a motion to set the limit at \$5,000 per item for reporting purposes. This was seconded by Dave and passed 6-0.

Vote for Recommendation to Reappoint Terry Booth: The board voted unanimously to recommend Terry for reappointment.

Section 22 Financial Assistance: Due to the amount of money that was needed for Karen's retirement payout, we were way over our budget. Tom contacted Central and financial assistance will be given to cover this one-time expense.

NYS Minimum Standards Review & Survey: The board completed the surveys at our meeting.

At 9:05, Terry made a motion to accept all reports and adjourn, seconded by Dave and approved 6-0.

NEXT MEETING DECEMBER 12TH AT 6:30PM

Respectfully submitted by Terry E. Booth