



FAIRMOUNT COMMUNITY LIBRARY

BOARD OF TRUSTEES

MINUTES for APRIL 19, 2016

Meeting was called to order at 6:35 PM

Present: Peter Thompson, Abigail Klein, John Rittell, David D'Ambrosio, Jeff Boyea, Mike Ranieri

Excused: Pete O'Mara, Patty Cherry

Guest: Bob Crysler

Minutes for March 22, 2016 – Approved.

Director's Report

- Photos in Library – anyone wishing to take pictures in the library of the facilities or patrons must first receive permission from the Director.
- Audiovisual liability – Fairmount Community Library is not responsible for CDs that might cause damage to a patron's machine.

New Library Policies

Volunteer Policy - coordinated with the Executive Director. Volunteers must complete the Library Volunteer Form (kept on file in the Library). Thirteen is the minimum age for volunteers. As representatives of the library they need to respect the privacy and confidentiality of patrons.

Unattended Children Policy – The library does not provide child care either on a short or long term basis. Parents and guardians are responsible for supervision, behavior and safety of their children. Library staff will handle, on a case-by-case basis unattended children who do not respect library property or engage in disruptive behavior.

Reference Service Policy – The staff will assist student in finding *resources to complete homework assignments*, but not assume responsibility for its completion.

Test and Exam Monitoring – We will provide a monitoring service but there are limitations. The website has the guidelines.

The new policies require feedback. Send comments via e-mail.

Facility

- New blinds have been installed in the circulation area.
- Ordering a picnic table.
- Lawn/Cleaning – looking for a replacement for work performed by Steve Martin.
- Copier – Waiting on a proposal for replacement of our current copier. Costs based upon lease cost plus overage. Hope the new vendor will buy out our existing lease.
- Alarm system – bid forthcoming from Time Warner for all three entries. Exit plans have been posted.
- Fairmount Fire Department will be conducting a fire drill.

Collections

- Five DVDs have been added per donation from the Director's personal collection.
- Collection weeding is continuing along with development of the existing collection.

Programs

- National Jelly Bean Day will be celebrated on April 22. We will pass out jelly beans.
- Earth Day on April 23 – distribute wildflower seed packets.
- Adding a fourth book club – Mystery Book Club.
- On April 7 and April 14 will have an Adult Coloring Program.
- Sarah Massett will be here April 13 (6:00 PM) Spring Cleaning with Essential Oils: For Health and Home.
- May 1 – Brunch for staff and Board members.
- Celebrated National Poetry Month and National Library Week.

- April 20th (6:00 PM) Cheryl Pula will speak about “In Search of Lake Monsters”

Outreach

- Working on the Annual Fund letter to be sent to patrons and business sponsors.
- Increased the size of the newsletter to four pages.
- May 13-14 Book sale.
- Like to create a contribution wall to honor donors with different tiers based upon contribution levels.

2016 Statistics

Our circulation is up by 25% over last year.

FINANCIAL REPORT - APPROVED

- Filed an extension for 2015 990s.
- Review costs for office and cleaning supplies

David’s 6 month review was performed by Abby. The report is available for review by library Board members.

NOMINATION OF OFFICERS FOR MAY ANNUAL MEETING

The following individuals were nominated and seconded for the officers:

President	Abby Klein
Vice President	Jeff Boyea
Treasurer	Patty Cherry
Secretary	John Rittell

Elections will be held at the May 2016 meeting which is open to the public.

A vote was taken to hire Diane Brandli for the library improvement program. Six votes in favor, one opposed. David will work closely with Diane on this.

CHILDREN SERVICES

- Created a “One Kind Act Turns Into Another” display on the wall of the Community Room. Every envelope contains one simple act of kindness like “tell someone they are pretty” or holding a door for a stranger. The program is open to everyone, not just for kids.
- Mylisa Larsen (author “How to Put Your Parents to Bed) visited. She brought a game, read stories and did a craft.
- Two \$450 grants have been approved by the DeFrancisco Cultural Grant Board for the Summer Reading Program.

NEW BUSINESS

Beginning in September there will be an increase in Saturday hours. The library will be open until 5 PM.

David and Abby will be attending the Trustees Institute in Plattsburgh May 6-7 2016.

There is a Trustees workshop at Onondaga Free Library April 20 2016.

Nick Masterpole will be given a choice of days when he can review our insurance coverage with the Board.

The Board agreed to table discussion of David’s contract until all Board members are present.

Adjournment 8:10 PM