



BOARD OF DIRECTORS MEETING

AUGUST 18 2016

Present: Abby Klein, Peter Thompson, Jeff Boyea, John Rittell, Patty Cherry, Mike Ranieri

Excused: Pete O'Mara

Approval of June 2016 Minutes

Meeting started 7:10 PM

Executive Director's Report – covered June through August 2016

Facility

- Problem with the air conditioner caused flooding damage. Flood is not a peril covered by our insurance. The damage caused by the air conditioner was minimal.
- Cleaned the roof
- Two picnic tables have been ordered and will be here August 23.
- The outdoor sign has been removed. New landscaping planned for the Fall.

Collection

- The adult collection has been weeded to remove books not read per the usage report.
- David donated 250 additional DVDs. We now have 2100 DVDs in our collection.
- Ordered new copies of books damaged or torn.

Administration

- Reviewed 60 years of files, put them in order and in binders.
- Met with Nick Masterpole regarding our insurance coverage and the cost of Directors and Officers Liability Insurance.

Community Relations/Outreach

- Created a new library and letterhead logo with POSTNET. Working with POSTNET to develop a flyer which will go out to 7,000 people before we solicit for the Annual Fund Drive.
- Raised \$120 with our outdoor book sale.
- The Community room usage has increased. Among those using the facility are Boy Scouts, Multiple Sclerosis,
- Adult Summer Reading Program had 53 sign ups. Attendance at the Book Clubs has increased.

Technology

Looks as if we are locked in with our copier lease until 2019.

Youth Services

- Summer Reading Program “ On Your Mark, Get Set, Read” was well received.
- Total of 824 kids for the program and 689 parents. There were 28 programs and 2848 books read. A great success.
- Carlos Tearney of Champion Martial Arts wants to be involved in next summer’s reading program.
- Everson Museum volunteers held two art classes (31 in the first class, 25 in the second). When the Everson has its Museum Festival of Trees the kids and Mary Beth will be decorating and donating a tree.
- Two successful programs, The Jewel Wind and Wizard of Oz.

Financial Report

- In 2017 we should book gross salary against the Director Wage expense line item.
- The 2015 990 return was signed by Patricia J Cherry and filed electronically by Dermody, Burke, and Brown CPAs on August 12 2016.
- Dermody, Burke and Brown provided us with sample documents of policies for Whistle Blower and Record Retention (if we do not have such policies in place).
- Suggest we expense our library inventory every year. For 2015 we show it as an other asset. We need to discuss.

The Financial report was approved as presented.

New Business

David presented his proposal and job requirements for a Part-time Assistant to the Executive Director. The job will be posted and made available for bid by current employees. The position will start in October 2016.

Budget Vote - Motion by John Rittell, 2nd by Peter Thompson, Approved by the Board.

Library needs a new furnace, and a replacement for the hot water heater. Motion by Patty Cherry, 2nd by Jeff Boyea. Approved by the Board.

Remodeling Update cost will approach \$55,000. Motion Jeff Boyea, 2nd Patty Cherry, approved by Board

Old Business

- Will apply next year for the OCPL grant.
- No news on the children’s fines.
- Letter sent to Home Depot about the shed. Awaiting a response.

Meeting will be back to Tuesday in September.

Annual Fund Drive will go out in early October

Adjournment 8:40 PM – Next meeting September 20 2016