

Interlaken Public Library
8390 North Main Street, P O Box 317
Interlaken, NY 14847

August 23, 2017

Interlaken Library Board of Trustees Meeting

Present: Trustees-- Mimi Schaffner, Valerie Bassett, Rhea Ike, and Josephine Swanson; Chelsea Stirlen, Director; and guest Sarah Glogowski, Executive Director, Finger Lakes Library System

President Schaffner called the meeting to order at 1:01 pm.

V. Bassett moved and M.Scaffner seconded to approve the minutes of July 26. Passed.

Director's Report

A written report was provided and discussed; (see attached). The Board supports the idea of approaching Seneca Meadows for funding to replace fluorescent lights with LEDs to save on electricity. C. Stirlen to follow. The Board requests that any mailing done in the name of the library shall be edited and finally approved by the board.

The **Financial Report** was provided in advance (see attached). Two corrections were requested: to track donations and use of funds separately for R. Elliott and T. Elliott donations and to change the listing of "Nozzolio" grant to Bullet Aid. In the future, the Board asks that the librarian and/or treasurer keep a running list of all contracts to include vendor, item(s), amount, and date approved by the Board. This list shall become part of the monthly financial report. The Director asked Board members to send her suggestions or a "wish list" as a 2018 tentative budget is prepared and presented to the financial committee for deliberations.

The **Seneca Shares Meeting** (see attached agenda) focused on all libraries in the county submitting a uniform budget request of \$15,000 each to the county. A sample of the joint letter to supervisors is attached to minutes. ***The next Seneca Shares meeting is September 19 at the Interlaken Library.***

Old Business

Three individuals who might be **Prospective New Trustees** were discussed. One person has **expressed** interest and requested background information about the library and serving as a trustee; this individual will be invited to attend an upcoming board meeting.

The Board declined an invitation to participate in the Covert Bi Centennial's celebration of transportation.

Fund-Raising The Board decided not to hold a **chicken barbeque** in 2017 for financial and time constraints reasons. Doug's Fish Fry also will not be pursued this year.

The September 2 Barnes and Noble Book Sale schedule for trustees was set: V. Bassett and M. Schaffner 10:30-1:30, R. Ike and J. Swanson 1:30-4:00pm.

C. Stirlen suggested the three libraries in the South Seneca School District could form a "Friends of the Library" group. She will discuss with the other librarians.

The Board agreed to have a year-end donation letter sent to residents in the village and town. The letter will highlight the accomplishments in programming and renovations.

New Business

Actions Taken

R. Ike moved and J. Swanson seconded to approve the Interlaken Library's request of \$15,000 to the county. Passed. President Schaffner signed the letter from all the county's libraries.

J. Swanson moved and M. Schaffner seconded that the library accept the Alarm Tech Commercial Maintenance estimate of \$659.88 –prorated for 2017-and dated 8/22/2017 (see attached sample). Passed.

Policies and Critical Documents

S. Glogowski provided a list of Critical Documents recommended for libraries. A sample is attached. R. Ike identified patron privacy and whistle- blower policies as two urgently needed.

M. Schaffner moved and R. Ike seconded to adjourn. Passed. Meeting adjourned at 2:38 pm.

Next meeting is September 27, 2017 at 1:00 pm

Submitted by Josephine Swanson, Secretary