

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

September 27, 2017

Interlaken Library Board of Trustees Meeting

Present: Trustees-- Mimi Schaffner, Valerie Bassett, Rhea Ike, and Josephine Swanson; Chelsea Stirlen, Director; guests Tony Del Plato, Village of Interlaken Trustee and Marty Schlabach, retired librarian, Cornell University.

President Schaffner called the meeting to order at 1:00 pm.

Public Comment

T. Del Plato and M. Schlabach introduced themselves and provided background on their employment and community experiences. The Board answered questions about the Library's operation and took note of M. Schlabach's comment about the importance of libraries providing user assistance.

Approval of Minutes.

V. Bassett moved and M. Schaffner seconded that the Board approve the minutes of July 26 and the Special Executive Session Board Meeting of September 14. Passed.

Director's Report

A written report was provided and discussed; (see attached). Positive trends in circulation were noted and the Board expressed appreciation for the success of summer reading programs. With the popularity of Chair Yoga, the Director is pursuing continued support through the Rochester Health Consortium and additional programs for older residents. She will contact the Office for Aging to seek bringing their programs to the south end of the county and is in contact with Ovid and Lodi Libraries on this matter.

The **Financial Report** was provided in advance (see attached). The Board agreed that the Director and Treasurer have successfully completed a review of 2016 calendar year financials. The Director and Treasurer are asked to prepare a tentative budget in advance of a Budget Committee meeting. Trustees may send the Director a "wish list" for consideration in budget preparation.

The **Seneca Shares Meeting** (see attached agenda) was held on September 19 at Interlaken Public Library. Director Stirlen and trustees Schaffner, Ike and Swanson attended. The meeting covered plans for the presentation for county supervisors and strategies for library marketing as well as opportunities for short term help hires. A successful contact to build awareness and support in the north end is the Chamber of Commerce; Farm Bureau could be another business contact. The group agreed that libraries should ask stakeholders what areas of support they need and how libraries might help fulfill these needs. ***The next Seneca Shares meeting is October 17 at the Ovid Library.***

Old Business

Prospective New Trustees

M. Schlabach attended this meeting to learn more about the library. One other individual has been in touch with trustees but may have a time conflict due to a new employment opportunity. Several Board members indicated they would consider a time change for the Board meeting to accommodate trustees' other commitments.

Fund-Raising

The September 2 Barnes and Noble Book Sale yielded \$463.00 and the Board agreed to schedule another during a Saturday in Holiday Season that would include gift wrapping. The Dine and Donate at the Creamery yielded a \$250 donation and approximately \$200 was received during Old Home Day.

A year-end donation letter sent to residents in the village and town is being planned. There will not be a Christmas "Teazar" fund raiser due to time and schedule constraints.

New Business

R. Ike has agreed to chair a **Building and Maintenance** committee. She will draft an outline of committee responsibilities to include things such as overseeing contracts for services.

The Director announced plans for a **Halloween Event on October 31** from 5-7 pm to reach infants through preschoolers and to particularly market the library's resources and programs for young children.

President Schaffner and Trustee Swanson will attend the FLLS Annual conference on October 13.

V. Bassett moved and R. Ike seconded at 2:08 pm to move to an Executive Session on personnel. Passed.

The Board adjourned from Executive Session at 3:00 pm upon a motion by M. Schaffner and seconded by R. Ike. Passed.

Action Taken

J. Swanson moved and V. Bassett seconded that after consultation with the FLLS, beginning January 1, 2018, the Library will have a policy for the Director's compensatory time accrual of no more than eight hours per four-week period with accrued hours to be used within same four-week period. Passed.

The Board agreed that the Director would be informed of the new policy immediately, asked that no more time be accrued in 2017 and that any existing time be used by the end of the calendar year.

J. Swanson moved and R. Ike seconded to adjourn. Passed. Meeting adjourned at 3:08 pm.

Next meeting is October 25, 2017 at 1:00 pm

Submitted by Josephine Swanson, Secretary