

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

February 13, 2018

Interlaken Library Board of Trustees Meeting

Present: Trustees-- Mimi Schaffner, Laura Teeter, Marty Schlabach and Josephine Swanson; Chelsea Hastings, Director; Linda Van Curen, Treasurer; Guests—Jacqui Boda and Michael Bergren

President Schaffner called the meeting to order at 7:05 pm.

Ms. Boda and Mr. Bergren are prospective new trustees and attended the January Board meeting as well.

### **Approval of Minutes**

The Board approved the minutes of the January 9 and special February 3, 2018 Board Meeting by unanimous consent.

### **Correspondence**

Letters of support were prepared for Ovid and Lodi Libraries' Rosen Fund Applications; the Interlaken Library will be coordinating efforts with the other two libraries with each library submitting their own application.

The Director prepared a letter of support for Ashley Albro's application for the summer recreation director.

The 20<sup>th</sup> Century Club sent a thank you letter to the library for use of the facility for their October 2017 meeting.

### **Director's Report**

A written report was provided and discussed, (see attached). The Director communicated with the Village regarding a malfunctioning heat tape on the roof and a bill received for work on the problem that was not authorized by the Library. The Village will cover the cost as it is for the building's exterior; the building is village property. The Board and the Director recognize that a Memorandum of Understanding with the Village would clarify responsibilities regarding to

building care and maintenance. The Library in essence rents from the Village and is responsible for the interior care.

J. Swanson moved and M. Schlabach seconded to accept the Bishop Carpet One bid of \$4,674.22 (with sales tax removed from bid) to replace carpet in the primary building and that the Director will decide on the color to install. Passed unanimously.

### **Financial Report**

A copy of the Treasurer's financial report documents was provided in advance of the meeting and is included in the library's record.

The Treasurer offered an addendum to the report indicating that she had located the missing treasurer reports from earlier years. She also provided an overview to the financial reports and is continuing to research specifics on endowments received. J. Boda volunteered to assist the Treasurer on reviewing endowment records. They will bring questions to the Board for guidance to the Treasurer on how to proceed.

L. Teeter moved and J. Swanson seconded to accept the Financial Report. Motion passed unanimously.

M. Schaffner moved and M. Schlabach seconded that the Board accept the Family Literacy Grant. Motion passed unanimously.

### **Reports of Committees**

**Seneca Shares Meeting** date for the February meeting was not available. (After the meeting President Schaffner was informed it is scheduled for February 20 at noon in Waterloo. She will attend and other trustees are welcome. ) The Director has a library program conflict and cannot attend.

### **Old Business**

The Board agreed to again conduct a Barnes and Noble Book Fair fundraiser for the Saturday after "Black Friday" and seek a day with the Creamery where a portion of proceeds will benefit the Library. Americana Winery was also suggested. President Schaffner will follow. The Board brainstormed on other businesses that might sponsored such events and welcome ideas from the public and businesses.

### **New Business**

L. Teeter moved and J. Swanson seconded that Jacqui Boda and Michael Bergren be presented to the Village Board as candidates for appointment as trustees to the Library's Board. Passed unanimously.

President Schaffner reported that Ovid and Lodi Libraries will be requesting \$45,000 funding on the 2018 School District Budget, an increase over the \$40,000 amount the three libraries initially agreed to request. The Director received some information from the school transportation department indicating Interlaken and Covert (the area our library specifically services) include an appreciable portion of the children attending South Seneca Central School District, estimated at approximately 33%.

M. Schlabach moved and M. Schaffner seconded to request \$45,000 funding on the 2018 School District Budget for Interlaken Public Library. Passed unanimously.

A minor typographical error in the library's By Laws was noted. M. Schlabach moved and J. Swanson seconded that the By Laws be corrected as follows: In ARTICLE IV BOARD OF TRUSTEES Section 4 remove the word "January" so that the Section reads "Nominations for the Board of Trustees positions shall be made by a committee of the whole Board with formal elections to take place at the annual meeting." Passed unanimously. (The Board of Trustees Annual Meeting was incorrectly reported as January in this section where in another section it is listed correctly as April.)

President Schaffner invited trustees Teeter and Swanson to serve with her as a nominating committee for Board Officers with the slate of officers to be presented at the April meeting. They agreed to do so.

A New Business item to develop a Memo of Understanding with the Village for the building's care and maintenance was tabled until the March meeting.

J. Swanson moved and M. Schaffner seconded to adjourn. Meeting adjourned at 8:45 pm.

**Next meeting is March 13 at 7:00 pm.**

Submitted by Josephine Swanson, Secretary