

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

July 10, 2018

Interlaken Library Board of Trustees Meeting

Present: Trustees-- Marty Schlabach, Laura Teeter, Jacqui Boda, Michael Bergren, Bill Van Slyke and Josephine Swanson; Chelsea Hastings, Director; Linda Van Curen, Treasurer.

President Schlabach called the meeting to order at 7:02 pm.

Approval of Minutes

The Board unanimously approved the minutes of the June 10, 2018 Board Meeting upon a motion by L. Teeter, seconded by J. Boda.

Correspondence

The Director sent a note of thanks to the Cayuga Creamery for their participation in the Scavenger Hunt. Correspondence from John Hunt regarding Plow Day in September was referred to the Plow Day planning committee.

Director's Report

A written report was provided and discussed (see attached). C. Hastings highlighted the ongoing "encouragement effort" featuring a patron rewards card marking number of items checked out. When the card is filled, it is placed in a jar to be eligible for a prize. The library has experienced increased foot traffic in part due to recent outreach efforts.

Google Drive is currently being used to back up the local hard drive based on a recommendation from the Ovid librarian. Ms. Hastings will consult with the Ovid library's tech support staff regarding a router upgrade to allow tracking of WiFi use. The Director is also in communication with FLLS computer support staff.

The draft MOU for the Village of Interlaken was given to the Village. (A copy is attached.)

The director will be on vacation August 6-9, and is planning coverage for those dates. The Board expressed appreciation to Ms. Hastings for her efforts resulting in the June 27 article about the library in the Interlaken Review.

Treasurer Report

A May 2018 report was sent by the Treasurer to the Board prior to the meeting. The Board requested that the treasurer prepare the budget to actual report and the director would continue to do an update on the program budget.

REPORT OF COMMITTEES

J. Boda, Finance Committee Chair, had an initial contact with the auditor and said that the committee can begin to prepare some needed documents on financial policies and procedures. The Board had a brief discussion about budget procedure and timelines and interest in pursuing clerk help to off load some responsibilities from the director.

The Event Committee for Interlaken Plow Day will meet this summer to plan the library's participation in the September 22 event. J. Swanson, chair, will contact John Hunt and complete the form indicating the library's participation.

OLD BUSINESS

Fund Raising

The Americana event scheduled for July 26 6-8 pm is set with the winery and the band.

New Trustees

C. Hastings has identified several community members who could be potential trustees or who might be contacted to serve on a Friends of the Library group for fundraising. The Board is also seeking a potential trustee or other volunteer with legal expertise, particularly related to education and/ or municipal law.

Chairs for Seating Area

J. Boda will visit Sam Peter furniture and give the director some examples of chairs available from a local vendor.

New Business

President Schlabach reported on his meeting with Sarah Glogowski, Executive Director, Finger Lakes Library System; they discussed procedures and policies on personnel and fundraising efforts. The Board supports investigating ways to provide the director with retirement support. The Director expressed a preference for an IRA or similar program. The Board agreed to place a discussion of a Friends of the Library group on the August meeting's agenda.

W. Van Slyke moved and M. Bergren seconded to adjourn. Meeting adjourned at 8:30 pm.

Next meeting is August 14 at 7:00 pm.

Submitted by Josephine Swanson, Secretary