

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

August 21, 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 7:03 pm.

### **Approval of Minutes**

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

The minutes of the July 30, 2018 Finance Committee were unanimously accepted into record upon a motion by J. Boda, seconded by M. Bergren.

### **Correspondence**

The Director sent a note of thanks to Mrs. Joan Stewart for a donation. J. Swanson sent letters of thanks to Mr. Joe Gober and Mr. John Saylor for their part in the Americana sponsored fundraiser.

### **President's Report**

M. Schlabach commented on the Americana Winery and Creamery donation events and thanked Board members for their assistance. He met individually with the Lodi Library Board president and a Lodi Library Board member. M. Schlabach is investigating what legal expertise is available for a municipal library. He will represent the library at South Seneca Elementary School's Open House on September 13 from 6-7 pm.

### **Director's Report**

A written report was provided and discussed (see attached). The Board discussed the proposal for a network upgrade included in the Director's Report and featuring a new router.

J. Swanson moved and M. Bergren seconded a motion to shift \$500 from the Polaris budget account to the computer equipment account for the purchase and installation of the network. The motion was passed by a unanimous board vote.

M. Bergren moved and W. Van Slyke seconded a motion to approve payment for the network to Bloom Multimedia LLC in the amount of \$922 that reflects removal of the charge for a surge protector. The motion passed unanimously.

The Director will follow with Bloom Multimedia to present a detailed proposal for technological assistance fees.

## **Treasurer Report**

A report was sent by the Treasurer to the Board prior to the meeting and a copy is on file with the library. L. Teeter moved and J. Boda seconded a motion to authorize the Treasurer to make a \$2,900 final 2018 Polaris payment; passed unanimously. M. Bergren moved and J. Swanson seconded a motion to approve the Treasurer's report; passed unanimously.

## **REPORT OF COMMITTEES**

### **Finance Committee**

J. Boda, Finance Committee Chair, and the Director explained the support for the additional Director's hours within the Rosen Summer Reading Grant and a brief discussion about grant budget development followed. The Director will set up a Google Drive for the Board so they can access grant information as proposals are developed. J. Boda moved and J. Swanson seconded a motion to authorize payment of 24 hours of the Director's time for oversight of the Summer Reading Program as budgeted through the Rosen Grant. The Board approved the motion unanimously.

The need for a policy on including payment for any library employee within a grant application was referred to the Finance Committee.

L. Teeter moved and J. Boda seconded a motion to accept the letter of engagement for a financial audit of the library for the year ending December 31, 2017 from Jay Engels, CPA, of Engels Certified Public Accounting, PLCC. The motion passed unanimously.

### **Seneca Shares**

C. Hastings and M. Schlabach represented the library at the meeting among all Seneca County libraries. During the meeting the group discussed county funding of libraries and noted that the County Board of Supervisors has dropped its contribution for 2018 funding for FLLS. The group discussed how to advocate to get FLLS back in the 2019 budget, articulating the value of FLLS services, and how to promote continued funding for the five libraries in the county and potentially increase the support.

### **Plow Day Event Committee**

J. Swanson reported on a meeting with M. Schlabach and M. Schaffner to plan the library's participation in the Interlaken Historical Society's Plow Day on September 22. Mrs. Schaffner, Trustee Emerita, will help staff the table and offer several activities and handouts for children including a Storytime reading, a guessing game with a book prize, bookmarks and coloring handouts. J. Swanson will follow with Director Hastings to collect promotional and informational materials for the table and will set up the table on Friday September 21 and take down the display at the end of the event. Swanson will send trustees a sign-up sheet to have staff available from 10 am-4pm at the library table; she will ask the Director to seek other volunteers' help.

## **NEW BUSINESS**

### **By Laws Edit**

The Board unanimously approved a motion by M. Bergren and seconded by L. Trotter to approve editorial changes in the By Laws so that the term "Director" is used consistently throughout.

### **Whistleblower Resolution**

W. Van Slyke moved and M. Bergren seconded to adopt the resolution as read for a Whistleblower Policy (attached). Passed unanimously by the Board.

### **Fixed Asset Resolution**

L. Teeter moved and M. Bergren seconded to adopt the resolution as read for a Fixed Asset Policy (attached). Passed unanimously.

### **OLD BUSINESS-tabled for a future meeting**

#### **Fund Raising**

#### **New Trustees**

#### **Chairs for Seating Area.**

L. Teeter moved and M. Bergren seconded to adjourn. Meeting adjourned at 9:15 pm.

### **Upcoming meetings:**

**September 12 6:00pm**

**October 9 at 7:00 pm**

**November 17 at 12:00 noon**

Submitted by Josephine Swanson, Secretary