

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

September 12, 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 6:03 pm.

### **Approval of Minutes**

The Board unanimously approved the minutes of the August 18, 2018 Board Meeting upon a motion by B. Van Slyke, seconded by L. Teeter.

### **Correspondence**

The Director received a letter from the Interlaken Historical Society confirming the library's participation in the Plow Day event. J. Swanson also received a copy for the Plow Day committee.

### **President's Report**

M. Schlabach completed a written performance review for the Director covering the period of all of 2017 through June 2018. Input from a volunteer, one trustee and a FLLS staff member were included in the process. The review was highly positive. In the future, the review will cover the time period of July-June. The Director's goals for the coming year include seeking professional development opportunities as well as financial and human support for the Director to attend professional development offerings, increased outreach and publicity, and continued improvements in the physical space.

### **Director's Report**

A written report was provided and discussed (see attached). Two new volunteers were recruited based on trustee referrals. C. Hastings encouraged trustees to attend the next Board of Supervisors' meeting held on October 9 at the Three Bears Buildings. She is co-chairing the Seneca Shares meetings with the Ovid Librarian. Libraries are collaborating on advocacy and planning work on policy development.

### **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. Van Curen is preparing for the library audit in September. The audit will be conducted by Jay Engel, CPA. Research has yielded information about the endowments. A written report on endowments will be presented to the Board at a later date. J. Swanson moved and J. Boda seconded a motion to approve the Treasurer's report as sent to the Board; passed unanimously.

## **NEW BUSINESS**

### **Rosen Storytime Grant payroll reimbursement**

J. Swanson moved and L. Teeter seconded to approve the use of \$400 from the Rosen Grant for additional employee salary payment for the Director's oversight of the Storytime Program as was included in the grant proposal. The motion was approved unanimously.

### **Treasurer's Oath of Office**

The Treasurer took the Oath of Office and the document was signed by the President and dated.

### **Webpages Update**

Trustee Boda pointed out some edits needed on the library's page and asked about when it would be updated. C. Hastings indicated the webpage was a lower priority among other items and will attend to short term edits needed. Longer term the library may contract for help on keeping the page current. The Board was informed that the webpage can only be updated on the library's computer which somewhat constrains work on the page.

### **Community Solar**

The Director and the President met with a representative from Nexamp Community Solar who offered information about the solar farm being built and possible lower cost energy benefits that could be realized by securing electricity from the facility. The issue was referred to Trustee Bergren and C. Hastings for consideration. Trustee VanSlyke offered to assist in reviewing the matter.

## **REPORT OF COMMITTEES**

### **Finance Committee**

J. Boda, Finance Committee Chair, reported that the committee met and has prepared additional policies. These will be presented to the Board for action at the next meeting.

### **Seneca Shares**

The last meeting focused on finalizing the "ask" letter for funding from the county supervisors. As co-chair of the group, C. Hastings will promote cooperation and collaboration among the five libraries, form agendas for the meetings and keep meetings to a set time frame.

### **Plow Day Event Committee**

J. Swanson is in communication with the committee and the Board as a whole regarding the library's exhibit and staffing the exhibit for Plow Day **Saturday September 22 from 10 am-4 pm**. FLLS resources will be ordered by the Director; J. Swanson will collect library marketing materials and Mrs. Schaffner, Trustee Emerita, will offer several activities and handouts for children.

## **OLD BUSINESS**

## **Seeking Legal Expertise**

M. Schlabach, J. Boda and C. Hastings met with the lawyer working with the Ovid Library, Carrie Pollak. Ms. Pollak's area of specialization is in not-for-profit law. J. Boda is seeking a meeting with an attorney who specializes in municipal and educational law.

## **Chairs for Seating Area**

After inspecting chairs at Sam Peter's Furniture, J. Boda recommended that the Board revisit options for the chairs' purchase via online businesses. C. Hastings will follow to update the information provided earlier to the Board.

## **Barnes and Noble Fund Raiser**

Trustee Emerita Schaffner has confirmed the fundraiser date of November 24 and is following to get details on how it will be conducted.

J. Boda moved and L. Teeter seconded to adjourn. Meeting adjourned at 7:53 pm.

## **Upcoming meetings:**

**Trustees available will attend the County Supervisors' meeting Tuesday October 9 at the "Papa Bear" building in Ovid beginning at 6:00 pm to show support for libraries' funding.**

**The next Library Board Meeting is Tuesday October 9 at 7:00 pm or as soon after 7 pm that the trustees leave the above Supervisors' Meeting. This Board meeting will be held at the Ovid Firehouse Meeting Room pending confirmation.**

**The November Library Board meeting is scheduled for Saturday November 17 at 12:00 noon at the Library.**

Submitted by Josephine Swanson, Secretary