

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

October 9, 2018

Interlaken Library Board of Trustees Meeting

Present: Trustees-- Marty Schlabach, Laura Teeter, Jacqui Boda, 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 September 12, 2018 Board Meeting upon a motion by L. Teeter, seconded by J. Boda.

### **Correspondence**

The Director sent a letter to County Supervisor Reynolds thanking him for meeting with the library to discuss funding. Treasurer Van Curen sent a letter to Comp U Share asking for detail on the library's Exxon Mobil shares as requested by our auditor.

### **President's Report**

M. Schlabach received a communication from Trustee Bergren who indicated he could no longer serve as a trustee due to increased work-related pressures. A formal resignation letter is expected.

The President, J. Boda and C. Hastings met with attorney Russell Maines as another potential legal counsel, having previously met with Carrie Pollak who works with the Ovid Library. A discussion about whether to interview other attorneys led to a suggestion to check with nearby municipal libraries. M. Schlabach and J. Swanson, who are attending the FLLS annual meeting for trustees on October 12, will seek out a trustee from the Newark Valley Library, a municipal library in FLLS, for insights on their work with attorneys. The Board has a number of matters where legal counsel would be valuable. One matter raised during this meeting was the need for clarity on the handling of all finances.

M. Schlabach announced he will be serving as a trustee for FLLS Board filling a one year vacancy.

### **Director's Report**

A written report was provided and discussed (see attached) with program successes highlighted. M. Schlabach mentioned Jim Engels, a native plant expert, as a future program presenter.

The Board reviewed options presented in the report for the purchase of armchairs. J. Boda moved and J. Swanson seconded that the Director is asked to purchase two Cazenovia armchairs @ \$288.99 each, plus shipping if not included. Passed unanimously.

## **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. The auditor has reviewed many materials provided and will return to focus on endowments. J. Boda moved and L. Teeter seconded a motion to approve the Treasurer's report as sent to the Board; passed unanimously.

## **NEW BUSINESS**

### **By Laws Change**

J. Swanson moved and J. Boda seconded that the Board approve an editorial change made to the By Laws using the term "director" consistently throughout the document. Motion passed unanimously.

### **Purchasing and Procurements and Fund Raising Policies**

These matters were tabled for a future meeting.

### **Going Fine Free**

The sense of the Board is to move toward fine free within the circulation policy. The Board requested that the Director research circulation policies from other libraries.

### **Sexual Harassment Policy**

As requested by FLLS and recently mandated by the state, the Board will address implementing a Sexual Harassment Policy at the November meeting.

## **REPORT OF COMMITTEES**

### **Seneca Shares**

The group discussed presentations to the County Board of Supervisors in September and October. Each library was urged to prepare letters to Senator Helming and Assemblyman Palermo requesting state bullet aid support. Director Hastings will follow and trustee suggestions for use of the funds is needed. M. Schlabach recommended support for additional exterior lighting along the sidewalks and a bicycle rack with other Board members agreeing to these suggestions.

### **Finance Committee**

J. Boda has reviewed next year's budget with the Director and the committee will meet soon to review it in preparation for the November Board meeting.

### **Plow Day Event Committee**

The event offered good visibility for the library and the Director said she received positive feedback from a number of patrons. J. Swanson thanked other trustees for helping to staff the exhibit and noted especially the great efforts of Mrs. Marianne Schaffner, Trustee Emerita.

**OLD BUSINESS.**

**Barnes and Noble Fund Raiser**

The November 24 event is confirmed and the Board will address at the November meeting which method it prefers to receive the donation funds.

L. Teeter moved and J. Swanson seconded to adjourn. Meeting adjourned at 8:49 pm.

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

Submitted by Josephine Swanson, Secretary