

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

November 17, 2018

Interlaken Library Board of Trustees Meeting

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

President Schlabach called the meeting to order at 12:02 pm.

### **Public Comment**

Mr. Seymour Roarke was invited to the meeting and is interested in serving as a trustee. He is a long time community member with particular skills in building and other repairs. The Board welcomed Mr. Roarke and invited him to stay for the meeting which he did.

### **Approval of Minutes**

The Board unanimously approved the minutes of the October 9, 2018 Board Meeting upon a motion by L. Teeter, seconded by J. Boda. L. Teeter moved and B. Van Slyke seconded to approve the minutes of the October 29, 2018 Finance Committee. Motion passed.

### **Correspondence**

The library received a formal letter of resignation from Mr. Bergren who no longer can serve on the Board. J. Swanson moved and J. Boda seconded a motion to accept the letter; motion passed.

Director Hastings sent a thank you letter to the Interlaken Central School Alumni Association Treasurer c/o Nancy Thompson Staples. The association dissolved and donated its treasury to three entities, the library being one.

The Delavan Foundation sent a letter announcing approval of the library's grant.

Email and phone correspondence occurred between the President, the Director and Stephanie Adams of the Law Office of Stephanie Adams, PLLC and were discussed with the Board. Ms. Adams provided a written agreement via email correspondence for Board consideration.

### **President's Report**

M. Schlabach attended the FLLS Board Meeting as a trustee-elect. The SHARES group discussed the required NYS Sexual Harassment Policy and noted that bullet aid from legislators may not be available in 2019. M. Schlabach received an email about state funding available for an adult reading and discussion program led by a scholar. This might be an idea for the future to be conducted cooperatively by the three south-end county libraries.

## **Director's Report**

A written report was provided and discussed (see attached) with the Halloween program success highlighted. Barbara Hazard, a library volunteer, has agreed to serve as our volunteer coordinator, supporting the Director's efforts with volunteers. New replacement computers are expected soon and a \$5,000 grant from the Delavan Foundation and a grant from the Friends of the Tompkins County Library were received.

## **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. B. Van Slyke moved and M. Schlabach seconded to approve the Treasurer's payment of the \$1,114.41 Visa bill covering the purchase of chairs. Passed. (NOTE—the Treasurer's report discussion was paused to conduct a telephone conference call with Stephanie Adams, attorney. See below.) When the Board continued its discussion on the Treasurer's Report, J. Boda moved and J. Swanson seconded a motion to use Memorial Funds for the chairs' payment. Passed. Two letters have been received and shared with the auditor regarding the Exxon stock. The Library is waiting for the auditor to complete his work on the audit. L. Teeter moved and J. Boda seconded to accept the Treasurer's report as sent to the Board; passed unanimously.

## **NEW BUSINESS**

### **Attorney**

Stephanie Adams joined the meeting via telephone conference. She described her experience in intellectual property, education and municipal law. She operates the "Ask a Lawyer" service for NY libraries outside New York City, has worked with Niagara University and has a practice in Buffalo New York focused on education and business. She described how she could provide legal services, operating from a distance, her method of assembling clients' binders of information, a real time billing procedure, her clerk and paralegal roles and fees. The Board asked many questions during the call and thanked her for her interest in the library. When the call ended, the Board had more conversation about other attorneys contacted and their qualities as compared to Ms. Adams. J. Boda moved and J. Swanson seconded to accept the letter of engagement from Ms. Adams formalizing the library's intent to use her services when needed. Passed unanimously. President Schlabach suggested the Board have a subgroup to provide suggestions for facilitating contact with the attorney. B. Van Slyke and J. Swanson offered to work on this with the president.

### **Sexual Harassment Policy**

B. Van Slyke moved and J. Swanson seconded a motion that the Board approve the resolution to adopt the Sexual Harassment Policy (see attached). Passed unanimously with five members in favor.

### **Tax Cap Override**

L. Teeter moved and B. Van Slyke seconded a motion that the Board approve the resolution (see attached) to allow the library to override the tax cap, if it chooses to do so. The motion passed unanimously with five in favor.

## **REPORT OF COMMITTEES**

### **Seneca Shares**

Director Hastings and President Schlabach attended the meeting. Most libraries are moving to a fine-free policy. The group discussed borrowing periods and restrictions on loans among other policies that could be made more consistent across libraries in the area.

### **Finance Committee**

The 2019 preliminary budget was discussed and the sense of the Board is to accept the budget and formally approve it in January 2019.

J. Boda moved and B. Van Slyke seconded to move \$500 from Miscellaneous to Office Supplies in the 2018 budget. Passed.

## **OLD BUSINESS**

### **Barnes and Noble Fund Raiser**

The November 24 event will be conducted from 10 am to 4 pm. Board members and the Treasurer volunteered to staff the information and gift-wrapping table in shifts. By consensus, the Board agreed to accept the Barnes and Noble donation in the form of cash, the amount to be determined by the donor.

### **Memorandum of Understanding**

L. Teeter moved and J. Swanson seconded to accept the MOU with the Village as presented (see attached) and to review it annually at the March Library Board meeting. Passed.

L. Teeter moved and J. Swanson seconded to adjourn. Meeting adjourned at 2: 25 pm.

**The next Board Meeting is December 11, 2018 at 7:00 pm.**

Submitted by Josephine Swanson, Secretary