

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

December 11, 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; Courtney Knipp, Guest.

President Schlabach called the meeting to order at 7:03 pm.

### **Public Comment**

Ms. Courtney Knipp was invited to the meeting and is interested in volunteering with the library, possibly as a trustee. She has recently moved to Interlaken and works as a copy editor for academic publications. The Board welcomed Ms. Knipp and invited her to stay for the meeting which she did.

### **Approval of Minutes**

The Board unanimously approved the minutes of the November 17, 2018 Board Meeting upon a motion by L. Teeter, seconded by W. Van Slyke.

### **Correspondence**

There was no correspondence to report.

### **President's Report**

M. Schlabach requested that the Board undertake a strategic planning process in 2019. Board members were in agreement. He announced that on February 6 from 5-7 pm the library will hold an informal event at the Bandwagon Brewery to thank volunteers, staff members, officers, trustees and friends. Attendees are welcome to bring a plus one. The President is in communication with Barnes and Noble to express our displeasure on the Book Fair outcome. There was poor communication from the store resulting in a low return on the time Board members invested. The Board agreed to no longer use the Book Fair for fundraising.

### **Director's Report**

A written report was provided and discussed (see attached). The Director highlighted her participation in an online course on critical evaluation of library programs. She will be meeting with Board member J. Swanson for assistance in preparing the upcoming Rosen grant application and the Director plans to revamp the Storytime program to increase its effectiveness.

### **Treasurer Report**

A report was sent by the Treasurer to the Board and a copy is on file with the library. J. Swanson moved and W. Van Slyke seconded to approve adjustments to the budget noted in the Treasurer's report that would move funds from the Polaris and Software lines to cover year end expenses expected in other accounts. Motion passed unanimously. J. Boda moved and L. Teeter seconded to approve a check for the Village of Interlaken in the amount of \$4, 185.43 for salary for the months of October and November. Passed.

### **NEW BUSINESS**

#### **New Trustee**

W. Van Slyke moved and J. Swanson seconded that the Board appoint Seymour Roarke as a library trustee. Motion passed. The Director will take this matter to the Village Board for approval.

#### **Gift and Fundraising and Purchasing and Procurement Policies**

J. Swanson moved and J. Boda seconded a motion that the Board approve the resolution to adopt the Gift and Fundraising Policy (see attached). Passed unanimously with five members in favor. W. Van Slyke moved and L. Teeter seconded to approve the resolution to adopt the Purchasing and Procurement Policy (see attached). Motion passed unanimously with five members in favor.

### **REPORT OF COMMITTEES**

#### **Finance Committee**

The committee met on December 8 to review financial statements. W. Van Slyke moved and J. Swanson seconded to approve the financial reports through October. Motion passed. J. Boda noted that a December 27 5:00 pm Year End Financial Meeting is set for the Board.

### **Lawyer Liaison Committee**

M. Schlabach, W. Van Slyke, C. Hastings and J. Swanson met prior to the Board meeting as the Lawyer Liaison Committee to identify priorities for use of legal services. The first two are: a contract with Ovid Library for IT services and the part-time clerk position. Two additional significant items are formation of a friends group and the complex issues surrounding existing as a municipal versus an association library.

### **OLD BUSINESS**

The Barnes and Noble Book Fair was addressed in the President's report. Other items will be addressed at future meetings.

J. Boda moved and L. Teeter seconded to adjourn. Meeting adjourned at 8:15 pm.

**December 27, 2018 5:00 pm Board Year End Financial Meeting**

**Next Board Meeting January 8, 2018 at 7:00 pm.**

Submitted by Josephine Swanson, Secretary