

## Agenda

Nov. 7, 2018

Present: Garry Aney, Lisa Wilber, Berni Ortensi, Jackie Snyder, Melinda Supp(Library Director)

Absent: Tracey Hula

Call to order 6:40pm

### I. Review / sign vouchers/correspondence

1. Amazon - table to next meeting.
2. Insurance - typically pay out in thirds, 10 mos payments for 2018-2019.
3. ERate - usage report and invoice
  - a. Form 474- Melinda will investigate what needs to be done
4. Boscovs ticket- \$5 ?
5. Herkimer Co Audit - not deposited check- located and will deposit
6. ADK banking signatures - BT and TH needed
7. Vouchers - reviewed and approved

### II. Cleaning - table further discussion for next meeting when TH can attend and provide information.

1. Basic cleaning - no issues.
2. Larger cleaning items - (windows, building maintenance,...) will need outside assistance to complete.
3. Questions-
  - a. What are the former cleaning tasks? Request information from TH at the next meeting.
  - b. Are there student school groups available?
  - c. Community members volunteers - Melinda will document volunteer hours.

### III. Winter maintenance / snow removal

1. Local community member interested
  - a. Timesheet - hourly basis - need to research fee structure to create contract and snow expectations.
  - b. Do not maintain during closed days.
  - c. Create job description

### IV. New Business

1. Confidentiality information needs to be secure.
  - a. Melinda will bring to the next meeting any needs to secure all confidential information and petty cash.
2. Keys needed for PT employees - key distribution list.
  - a. Lock box discussion - table for next week when all are present.
3. Upcoming training in Hamilton. Melinda recommend Christopher attend.
4. Library Usage - documenting on computer
  - a. Library hours have not been altered.
  - b. Add to new business for discussion next week- hours of usage study
    - i. Homeschool group usage? New
    - ii. Previous knitting group? It was held during library hours.

5. Mid York Annual hours - need to be identified by 11/20/2018
  - a. Melinda will discuss at next meeting
6. Insurance - presentation in near future
7. Transfer of director names and bills - audit needed

Meeting adjourned.

7:50 - LW, JS