

*Jordanville Public Library*

*189 Main St.*

*Jordanville, NY 13361*



## **Board of Trustees**

### **Secretary's Minutes**

**Dec.3,2019**

- The meeting was **called to order** at 6:38 PM by Lisa Wilber (President).
- **New Trustee** Debra Bronner was voted in by a motion made by Lisa Wilber and seconded by Barbara Poore. Ms. Bronner was then sworn in as a Trustee.
- **Clerk of the Works**; Glenn Armstrong reported on the Robinson Roosevelt Project. He had met with Ken Roberts, the engineer who stated that the preliminary plan should be ready in a week. The board's response was to plan to meet again in two weeks on Dec. 17<sup>th</sup>. Glen has paid out \$275 to Ken Roberts with the balance of his fee being due upon delivery of the plans. Having consulted with the Code Enforcement Officer, Mitch Van Winkler, it was determined that the new "Exit" signs are required to be lit and wired into a separate circuit. As the type and design of overhead lighting in the main library room has not been determined pending further research into what would be sufficient and efficient. Glenn is seeking out expertise through either internet programs or area colleges to determine the amount of lumen need.
- **The Director's Report** was presented by Library Manager; Melinda Supp and provided information for action to be taken in regards to "Hotspot" lending program.
- **The Minutes** of the November meeting were reviewed and a motion made to amend spelling errors and approve them by George Mower and seconded by Debra Bronner.
- **Correspondence** was presented by Lisa Wilber and was in regards to a Call from the Bank of Utica regarding account signatures (see Old Business).

- **Old Business:**

A motion was made to have two trustees with signature power for the new Capital Campaign Fund account with Bank of Utica, by George Mower and seconded by Barbara Poore.

A motion was made in regard to the "Hotspot" lending program, to purchase one hotspot and one tablet from T-Mobile for trial purposes, by Debra Bronner and seconded by George Mower.

Determination of the Library's "Winter" hours was tabled to be determined at the Dec. 17<sup>th</sup> meeting.

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- **Treasurer's Report and Vouchers** – A statement from the Town of Warren of their library appropriation has been received. A subscription reminder from the Herkimer Telegram for payment arrived and was determined to have crossed the payment in the mail. Bank statements have not arrived yet.  
**Vouchers;** NYSEG, Times Telegram (last month), MYLS, NYS Insurance Fund, Verizon, Spectrum, consumer Reports, Payroll: Diane, Chris, Melinda (Russell did not have hours this past month). Records of Treasury Reports.
- **Executive Session** was entered into at 8:32 PM and exited at 9:30 PM.
- **Next Meeting:** *Construction Committee: Dec. 17, 2019*  
Regular Board Meeting: Jan. 7, 2020
- **Adjournment** motion was made by Debra Bronner and Seconded by George Mower