

Jordanville Public Library

Board of Trustees Meeting

January 7, 2020 Minutes

- The meeting was called to order at 6:30 by Lisa Wilber
- **Attending** was Lisa Wilber, George Mower, Garry Aney, Debra Bronner, Melinda Supp and Ken Roberts.
- **Special:** Ken Roberts, engineer for the Robinson Roosevelt Project, brought the preliminary drawings of the new 15' x 28' addition for the board to examine. It was requested that he change the roofing material from shingles to steel and to change the interior access door from a standard single door to double locking doors with windows. It was also requested that in his discussion with the contractor they should determine areas of the project that can wait for completion at a later date should the project exceed the budgeted amount. In response to the Board's questions; Mr. Roberts will return with recommendations on lighting, flooring and heating.
- **The Directors Report** was presented by M. Supp. It will be revised to include information regarding the 2020 Census, and revision of the library Charter the draft of which was received from NYSLA. The Board tabled approval of the Charter, pending wording consultation of the "Term of a Trustee" being in agreement with the current By-Laws.
The current status of the Water Softener and Water Filtration System (which had caused the Septic System overload and was temporarily addressed by repairman) was presented with the cost estimates for repair of the Water Filtration System. It was determined that the Filtration System was ineffective and not currently posing a problem, and since plans call for the systems to be relocated during the upcoming construction it was determined that no action for repair need be taken at this time.
- **Minutes:** Motion to approve the minutes of the December 3, 2019 meeting was made by George Mower, seconded by Debra Bronner and passed.
- **Correspondence** included NYLA membership renewal notice. The motion to renew membership was made by George mower, seconded by Lisa Wilber and passed.
- **Old Business.** Melinda Supp reported submission a grant application to the Anna L. Mabey Foundation for the cost of another year's usage fees for the Hotspots and funds to purchase

four new Chromebooks, two of which would be designated for the Hotspot/Chromebook lending program and two for public use within the library of which one will be dedicated to use for the 2020 Census.

It was determined that the building maintenance records and schedule needs further development.

- **New Business:** The library has been contacted in regards to having Student Volunteers who need to perform Community Service in order to fulfill their graduation requirements. A “Student Volunteer Packet” has been developed with specifications of duties and parental consent and waiver forms for instituting this program.
Student Internship – Tabled pending more research.
Cannon – The Town of Warren is in possession of a small cannon of historic significance to the town. At some time in the past it was housed at the library and the town requests it be brought back to the library.
- **Treasurer Report and Vouchers.** Signatures were made by the President and Treasurer for the new Bank of Utica account. Approval was given to move money from the Memorial Fund or Money Market account into operating funds account for the purpose of covering expenses until the Annual Allocation is received. Quarterly Report on Bank of America Stock shares.
Bank of Utica:\$2,725.90, Business Account: \$296.21, Memorial Account: \$9,828.14, Robinson Roosevelt Capital Fund: \$67, 213.62 out of which Ken Roberts was paid and interest was earned.
Vouchers: MYLS, Sterling Ins., Spectrum, NYSEG, Green Pines Septic, Catlin Plunbing, Ferguson Fuels, Verizon, T-Mobile and Payroll: M. Supp, R. Hunt, C. Sturcke, D. Thomas.
Request that M. Supp contact The Community Foundation regarding procedure for obtaining grant payment.
- **Executive Session:** Motioned by Lisa Wilber, Seconded by George Mower, Begun at 8:25 PM. Ended at 8:42 PM.
- **Adjournment:** Motioned by Lisa Wilber, Seconded by George Mower. Adjourned at 9:13PM
- **Next Meeting:** February 4, 2020.