



Jordanville Public Library



Board of Trustees

Minutes

July 9, 2019

Call to order:

Made at 6:49 by Lisa Wilbur

Special:

The Oath of Office was administered by Lisa Wilbur to Garry Aney, Barbara Poore and Lisa Wilbur. Elected Trustee George Mowers will take the Oath at another time. Lisa Wilbur will have them recorded at the Town Clerks Office.

Director's Report:

Melinda Supp provided additional clarification to the report regarding grants. Trustees made suggestions for upcoming programs including making presentations of Thanks to the Pilcrow Foundation, Carilyn Philbrook (Historical Association President and Lauri Crockett (former Library Manager) at the upcoming "Roosevelt Commemorative Event" on Aug.24, 2019. Preference is to have a dignitary such as Senator make the presentations. The Signature Register from the Library Dedication event should be on display. There should be a video viewing of the play "President Roosevelt Comes to Jordanville" and a repeat presentation of "If It Were Not For..." by Carilyn Philbrook.

Minutes:

The June 4, 2019 Meeting Minutes were amended to correct capitalization of the letters D and R in "Director's Report" and the motion to approve them was made by Garry Aney and Seconded by Barbara Poore.

Correspondence:

- Thank You to Mr. Cooney for his donation. (Written and signed)
- Letter from Hekimer County Legislature regarding allocation amount. The library manager is to inquire as to the procedure for requesting an allocation change.

Old Business:

- The NYS Construction Grant is awaiting a timeline.
It is the Board's Opinion that a Construction Committee be formed and that the Library Manager keep suggestion notes for construction design.
- Technology. A Technology committee should be formed.
- Committees should be made up of members of the public and one Board member. Media publicity for recruitment of members should begin immediately.
- Decisions regarding having a Board Retreat are awaiting the seating of a full Board. As is Board Training.

New Business:

- A new Trustee is needed to fill the seat vacated by Tracy Hula. The Board and library Manager shall actively search for and recruit a person, preferably someone who can lend financial and/or construction expertise to the upcoming construction project.
- Pursue information regarding M & T Bank Charitable Foundation as a possible means of meeting the financial needs of the upcoming construction project.
- Ask Herkimer County Legislature for additional allocation.
- Ask J's Electric for a quote for the installation of smoke and carbon monoxide detectors (both for hardwired and wireless types) that meet code requirements.
- Request Tracy Hula give Insurance Coverage Presentation.
- Assemble a publicity binder.
- Trustees encouraged to attend Sexual Harassment trainings either through MYLS or other's available such as one given by the Town of Warren. An "Attestation Form" Can be kept on file at JPL.

Vouchers and Treasurer's Report:

1) NYS Insurance Fund, 2) Pay check correction for Christopher Sturcke, 3) Paychecks for all staff, 4) Sterling Insurance, 5) Spectrum, 6) Hummel's, 7) Dept. of Treasury – fine, 8) MYLS, 9) Insurance Fund, 10) Verizon – still receiving text charges.

Executive Session: Time in – 8:57, Time Out -10:07. Comments: Thursdays' hours to be reinstated effective immediately. Staff job descriptions to be reviewed and updated then reviewed and signed by staff prior to the Annual Performance Reviews.

Next Meeting: Aug. 6, 2019

Adjournment: Motion-Garry Aney, Second- Barbara Poore, Time - 10:08 PM

