



# Jordanville Public Library



## Jordanville Public Library Board of Trustee Agenda

March 5, 2019 at 6:30

In attendance: Lisa W., Garry A., Tracey H., Melinda S., Jackie S. (arrived at 6:55pm)

Guest: Denise Schaefer

- I. CALL TO ORDER -
- II. DIRECTOR'S REPORT
  - a. Incident report - reviewed current form and will continue to use
  - b. Civil Service documentation and filing needs to be added to the JPL policy manual
  - c. \$200 mini grant for seed/planting initiative - Community Foundation Grant
  - d. Webinar Inclusiveness (Special Needs, LBGTQA, underserved, ...) - in Syracuse CLRC
- III. REVIEW AND APPROVE
  - a. February minutes
    - Motion to approve 1st JS 2nd LW - unanimous approval
- IV. CORRESPONDENCE
  - a. Thank you notes
    - i. \$200 Community Foundation Grant - will write JS
    - ii. Linda Darling Lawrence gift - thank you note complete for Alice Wineberg
    - iii. Second scholarship application - received
      1. Need to identify process for reviewing application
    - iv. eRate form submitted to Mid York - MSupp completed and authorization sent
- V. OLD BUSINESS-
  - A. Special programs and event overview
    - a. June 14th - Zoomobile
    - b. July 30th - Jeff Magic Balloon man - STEM project
    - c. Aug 13th - Melanie Zimmer Dancing Bear
    - d. Research previous musical groups - MS
    - e. Planting and seed group - potential Master Gardener training
    - f. Memorial Garden - discussion
  - B. Elections
    - a. Discussion re: open position and upcoming elections
    - b. Budget request to be added to the ODY budget newsletter - as per regulations
    - c. Library Mgr will reach out to Mr. Fahey and invite him to the next JPL meeting to discuss budget

- C. JPL Policy books
  - a. Electronic file completed and trustees will utilize that document for reference.

VII. NEW BUSINESS-

- A. Snow removal budget /expenses
  - a. Weather conditions have been longer than usual - will review costs associated at the end the winter season
- B. Election of Officers to be tabled until June
  - a. One open seat
  - b. Lisa W. has received petition to have name on ballot
  - c. Discussion of potential candidates
  - d. Review of bylaws regarding term of office and appointment of remaining term
    - i. Clarification needed re: bylaws and mid-term appointments - MS
- C. JPL Policy books
  - 1. Completed
- D. Vacant Trustee position
  - 1. See above
- E. School voucher
  - 1. Need to decide on an amount to request from the voters
- F. Sterling Insurance
  - 1. Complete - Payment made by TH
  - 2. Information shared with Trustees
    - a. Ordered an inspection
    - b. Questions about the Historical Preservation requirements
    - c. Appraisal questions for historical documents/artwork
  - 3. Additional information to be shared in April
- G. Budget Review
  - 1. Table formal review
- H. Financial Audit- future initiative
  - 1. Table for future
- J. Trustee Training for remaining trustees who missed the training
  - 1. Next training April 10th 6-9pm @ Mid York

VII. VOUCHERS & TREASURER'S Report

- A. 19-20 Budget being adjusted
  - a. Add a compute
- B. Vouchers reviewed and approved
- C. \$1,891.62 business account
- D. \$9,596.02 memorial savings account
- E. \$26,195.57 Money Market
- F. \$150+ in petty cash

Motion to adjourn: 9:17      1st-LW 2nd-TH Motion carries

