

Draft minutes

October 9, 2018

In attendance -Lisa Wilber, Garry Aney, Bernie Ortensi, Jackie Snyder Absent-Tracy Hula

- I. LW Call to Order at 6:28pm
- II. Director's Report
 - A. Interim began working solo 9/4/2018
 - B. Lights needing replacement, Called Jay's for repair, No response. Perkins replaced bulbs,
 - C. DAC meeting
 1. Video games as an option. Not recommended.
 - D. Review sexual harassment survey and training policies.
 - E. Microsoft is going to be limited in near future. Suggestion to replace desktops with Chromebooks. Currently used by patrons for research and printing. All ages use the computers. MidYork won't support computers older than 5 years. Suggestion to replace 1 old computer per year. Technology Plan - need to develop. Suggestion to create a IT subcommittee.
 - F. STEAM Workshop & Robotics
 1. Hands-on demonstration - programming and coding experience, team building experience.
 2. RoboMouse - programming/coding activities - purchase 2 kits recommended
 3. Legos - pricey activity - MidYork could send out a facilitator with a loaned kit
 4. Engineering by design (LW) being implemented at ODY 5-6 grade
 - G. Grant documents needing to be signed.
 1. Process for important documentation flow to reduce financial cost and time sensitive documents.
 2. Suggestion to grant writer to create a check-off sheet for "to-do".
 - H. Suggestion to create a better filing system for each BOT member
 - I. Community Foundation Building Non-Profit Partnerships 10/23/18, 10am Basloe Library Herkimer (possible LW and BO)
 - J. Utica Rotary Club Shoe Drive - donating used shoes for third world countries
 - K. Service Clubs at ODY - different clubs required to complete community service
 1. Community and student volunteers could be utilized
 2. Harassment training would be needed for volunteers
 - L. Full staff training 10/31 Mid York
- III. Review and Approve Sep minutes - Motion with edits LW, 2nd GA, abstaining JS
- IV. Executive session (personnel) - entered 7:28pm exited 8:52pm
- V. Correspondence
 - A. Teresa - Grant writer - memo - JS to complete
 - B. Community foundation correspondence re:funding from JPL to support gap grant
 1. JPL contribute a few thousand - come up with 3K
 2. Clarification requested from Community Foundation - look for under 20K
 3. Request grant writer report - 30 min - next meeting

- C. Anthony Brindisi - support for the Robinson Roosevelt Restoration Project with 25% contribution from the library/community. Need 25K.
- D. NYS Labor Law poster order form - GA

VI. New Business

- A. Future Planning - BOT - IT, financial, policy for volunteers,
- B. Sexual Harassment policy needed and training for entire BOT and employees
- C. Donors Choose - money for initiatives
- D. Hours study - motion BO second JS all in favor
 - 1. One month study - track patrons and day/time of usage
 - 2. Feedback box re: new schedule of closed Wednesday
- E. New hours - motion GA second LW all in favor
 - 1. Reduce hours to fit minimum library standard of 20 hours open per week Wednesday closed effective week of 10/14/2018
 - 2. Signatures for Adirondack Bank -Motion - GA first, BO second, all in favor - motion carries.
 - 3. Update signature cards for Adirondack Bank reflecting all current and new members. Former BOT members have been removed.

VII. Vouchers & Treasurer's Report

- A. Petty cash currently at \$98.25
 - 1. \$6.35 in fax/copy
 - 2. No expenditures this month
 - 3. \$17.50 rolled coin deposited
- B. Memorial account currently at \$ 9,491.14
- C. Bank of Utica -currently at \$3,419.95
- D. Business account approximately \$2200
- E. Voucher review
 - 1. Verizon billing questions about hotspot texting incoming and outgoing.- needs further investigation.

VIII. Determine next meeting

Tuesday Nov 13th 6:30pm

Motion to adjourn 10:07pm GA second LW