

Jordanville Public Library
Board of Trustees Meeting
Minutes: November 12, 2019

Call to order: 6:30 PM By: Lisa Wilber

Attendance: Lisa Wilber, Garry Anney, George Mower, Barabara Poore, Glenn Armstrong, Melinda Supp, Katie Boddecker

Special: Robinson Roosevelt Project update by Glenn Armstrong.

- Motion was made by G.Mower and seconded by B.Poore to accept the proposal made for plan rendering by Ken Roberts. Passed vote. M.Supp is to send official notification.
- Glenn will meet with Matt Dawson of Canadarago Electrical regarding replacement or upgrade of light fixtures in main room.
- Glenn presented quote from Robert Detweiller for replacing 4 cellar windows and installing them. Vinyl clad thermopane windows would cost \$100/each and have a \$100/each installation fee. A sample may be obtained for the board to view.
- Confirmation regarding smoke detectors, Carbon Monoxide detector and emergency lighting/exit signs is awaiting meeting with Code Enforcement Officer.
- The Construction Committee was defined as follows:
Members include all of JPL Trustees, Glen Armstrong and Melinda Supp. Glen is the point person who communicates with contractors and relays the information to Melinda who in turn relays it to the JPL Trustees. The Committee will meet "On Demand".

Director's Report: Presented by Melinda Supp. Motion to approve: G.Mower 1st, L. Wilber 2nd. Passed.

Minutes of Oct. 1, 2019 meeting. Motion to approve: G.Mower 1st, G.Anney 2nd. Passed.

Correspondence: Read by L. Willber – Letter of Resignation from JPL Board from Laurie Wrench.

Old Business: M.Supp in cooperation with MYLS will present a package for approval regarding the purchase/replacement of "Hotspot Devices, Chromebooks/Tablets" for lending program as well as for replacing public computers becoming obsolete and the Circulation Desk Computer, on Dec. 4, 2019.

New Business: Staff Performance Reviews will take place on Nov. 22, from 3:30 – 6:00 PM and be given by M. Supp and L. Willer.

- Treasurers Report: A Money Market Account with the Bank of Utica has been opened and is titled "Robinson Roosevelt Project". 4 signers are required: G. Anney, L. Wilber, G. Mower and B. Poore (as Pro-temp Secretary). Signature cards and Resolution signed the same.
- The IRS Quarterly statement must be resubmitted as per their request.
- Decided to choose 13 Week Subscription for the Herkimer Telegram to start with and exam usage before renewing.
- Petty Cash statement submitted.

Vouchers: US Treasury, Herkimer Telegram, C. Sturcke, R. Hunt, M. Supp, Ferguson Fuels, NYSEG, OCI, Spectrum, NYS Employment Tax, Reed Accounting, MYLS, 2 Verizon vouchers, Pennysaver, Sterling Insurance.

Next Meeting : Dec. 3, 2019 at 6:30 PM

Adjournment Motion: G. Mower 1st, B. Poore 2nd . Passed, Time 9:11 PM