

South Country Library
BOARD OF TRUSTEES MEETING
September 15, 2016
MINUTES

I. Call to order

G. Cruz called the meeting to order at 7:03pm

Present: J. Neal, A.Kamran, J. Johnson, W. Klaiber, G. Cruz, C. Gagliano,

Absent: J. Long Merrill, A. Graham, R. Hunt

Staff/ Audience: K. Sembler, P. O'Leary , F. Wiener, C. Stucko, K. Kellenberger

II. Remarks from the Audience: none

III. Approval of Minutes of the August 18, 2016 Meeting

J. Neal made a motion to approve the Minutes of the August 18, 2016 meeting, seconded by J. Johnson. The vote was unanimous.

IV. Report of the Treasurer

A. Balance Sheets

1. General Fund - \$ 1,308,289.55

2. Endowment Fund - \$38,173.63

3. Capital Fund - \$412,265.40

B. Operating Warrants

J. Neal stated the treasurer's report be placed on file for audit.

V. Report of the Director – Waiting for approval for the Little Free Library at the Martha Ave. Park. Paint Nite was a great success raising \$390.00 which covered the career counselor for the first month. A full time children's librarian and reference librarian was hired.

G. Cruz made a motion to approve the Report of the Director, seconded by J. Johnson. The vote was unanimous.

VI. Report of the Committees

A. Budget & Finance - None

B. Buildings & Grounds – Girls in the Garden will return to maintain gardens. Also included are some hardy plants by the pillar, back garden, Post Office and parking lot islands. The cost is \$5,000.00 for the fiscal year. More research will follow regarding snow removal companies.

C. Personnel -

August 22, 2016 – 7:05-8:45

Attendance: G. Cruz, C. Gagliano, R. Hunt, J. Long Merrill, J. Neal

Sample Library Director's Job Description from K. Verbesey was reviewed. Discussion and recommendations were added for Board review. Job description for Assistant Director was discussed. Recommendations were made to be reviewed by the Board.

The Library Director's previous contract was reviewed and changes were made to reflect the Boards concerns. Amount of salary and percentage of increase need further discussion from Board. Contract will be sent to attorney.

September 12, 2016 -7:00-8:30

Attendance: G. Cruz, J. Long Merrill, J. Neal, R. Hunt, C. Gagliano

Library Director and Assistant director contracts were reviewed and finalized.

Library Directory and Assistant Director Job descriptions were reviewed and discussed. P. O'Leary recommended some changes to the Assistant Director job description. K. Sembler also gave her recommendations to some changes to the Directors job description.

All suggestions were included in the final documents. Contracts and job descriptions will be sent to the Attorney K. Seaman.

D. Community Affairs - None

E. Hubbard Fund - None

F. Long Range Planning - None

G. Nominating Committee - None

VII. Old Business

A. Legal Contract- Vote for Legal Services contract with Kevin Seaman.

J. Neal made a motion to approve general counsel retainer for the fiscal year, seconded by J. Johnson. The vote was unanimous.

His fee will be based on an hourly rate of \$215.00.

B. Square Credit Card Processing.

J .Neal made a motion to approve using Square for credit card processing, seconded by W. Klaiber. The vote was unanimous.

The South Country Library Financial report dated June 30, 2016 was presented to the board by Albert Coster, CPA, from Baldessari & Coster, LLP.

Any employee working more than 20 years and retires will get health insurance for life. Any surplus money should be earmarked for Library Projects. There is two years left on building bond.

J. Neal made a motion to accept the audit report, seconded by A. Kamran. The vote was unanimous.

IIIX. New Business

A. G. Cruz made a motion, seconded by A. Kamran to reassign \$20,000 from the Unassigned Fund Balance, Account #0200 to Salaries- Librarians, Account #0404 in the amount of \$10,000 and to Salaries- Clerical, Account #0405 in the amount of \$10,000. The vote was unanimous.

B. J. Johnson made a motion, seconded by W. Klaiber to approve April 4, 2017 as the Common Vote Day for the Budget Vote/Trustee Election. The vote was unanimous.

X. Other

XI. Remarks from the Audience - None

XIII. Executive Session

G. Cruz made a motion to go into executive session at 7:55.

The Director and Assistant Director's job descriptions were read by the Board and accepted. The job descriptions will be forwarded to the attorney, K. Seaman.

The Director's contract and Assistant Director's contract was reviewed by the Board. Discussions were held regarding establishing a salary and increases for the three year contract.

Contracts were accepted and will be sent to the attorney, K. Seaman.

XIV. Adjournment

The general board meeting continued at 8:30.