

South Country Library
BOARD OF TRUSTEES MEETING

July 21, 2016

MINUTES

I. Call to order

A. Graham called the meeting to order at 7:05 pm.

Present: A.Kamran, J.Johnson, W. Klaiber, A. Graham, G. Cruz (late), C. Gagliano, R. Hunt

Absent: J. Neal, J. Long Merrill

Staff/ Audience: K. Sembler, C. Tucher, K. Kellenberger, P. O’Leary, F. Wiener

II. Remarks from the Audience: None

III. Approval of Minutes of the June 16, 2016 Meeting as corrected.

A. Kamran made a motion to approve the Minutes of the June 16, 2016 meeting, seconded by W. Klaiber. Vote was unanimous with the amended minutes.

IV. Report of the Treasurer

A. Balance Sheets

1. General Fund	\$ 1,617,331.45
2. Endowment Fund	\$ 38, 168.65
3. Capital Fund	\$ 412,212.88

A. Graham stated that the monies necessary for the previous Director’s separation pay will come out of this past fiscal year.

A. Kamran stated the treasurer’s report be placed on file for audit.

V. Report of the Director

The library will soon receive \$10,000 from Senator Croci for use towards any educational purpose. The staff has been asked for recommendations for the best use of this money.

The Library is investigating the usage of Square, a program that allows patrons to pay for programs, fines, tickets using their credit cards. Further research will go into comparing the advantages and disadvantages of Square vs. Pay Pal. What are the fees involved as well as the ease of usage for the Library and the patrons?

The smoking area has been relocated, it's now toward the second bike rack towards the pathway by CVS.

There is a suggestion box out for patrons, we will also have one for staff.

The Children's Summer Reading Club included 1,000 participants.

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

VI. Committee Assignments

- A. Budget & Finance - A. Graham, W. Klaiber, A.Kamran
- B. Buildings & Grounds- A. Graham, C. Gagliano, W.Klaiber
- C. Personnel- J. Long Merrill, R. Hunt, J. Neal
- D. Community Affairs- R. Hunt, J. Long Merrill, A. Kamran, C. Gagliano, J. Johnson
- E. Hubbard Fund- R. Hunt, J. Long Merrill, J. Neal, A. Kamran
- F. Long Range Planning- W. Klaiber, C. Gagliano, J. Johnson, J. Long Merrill
- G. Nominating Committee- J. Johnson, J. Long Merrill, W. Klaiber

VII. Report of the Committees

- A. Budget & Finance- none
- B. Buildings & Grounds: Entrance column - G. Cruz reported that he is investigating having electric on the column or use solar lights. Blue stone will be used on top of the column with perhaps a piece of artwork.
- C. Personnel-none
- D. Community Affairs-none
- E. Hubbard Fund-none
- F. Long Range Planning-none
- G. Nominating Committee-none

VIII. Old Business

- A. Fire Inspection Report – All in-house items from the fire inspection list are completed. The 6 remaining outside vendor items will be completed by September 1.
- B. Paint Nite discussion- Paint Nite will be hosted at Painters from 6:30-8:30. They will handle all necessary arrangements. The ticket price is \$45.00 of which \$15.00 will go to the library. The profit will be used towards career counseling.
- C. Legal Contract Renewal- Tabled until next meeting.

IX. New Business

- A. HVAC Renewal- Renewal of Inter-Country Mechanical Contract for HVAC system.

Inter-County fixed the filters and leaks. It was recommended to halt some of the repairs to renovate the system at this time and to update the complete system in a year or two. No increase of service contract fee. Heat in the children's room can be addressed separately at a later date.

- A. Graham made a motion to approve renewing the HVAC contract with Inter-County, seconded by A.Kamran. The vote was unanimous.

- B. Renewal of the Cleaning Contract-

K. Johnson from Triple L Maintenance has a 2 year contract for cleaning the library. No increase for the 1st year with a slight increase on the 2nd year.

- A. Graham made a motion to approve renewing the cleaning contract with Triple L Maintenance, seconded by W. Klaiber. The vote was unanimous.

- C. Renewal of the Parking Lot Cleanup Contract-

R. Hunt made a motion to approve renewing the parking lot cleanup contract with Triple L Maintenance, seconded by A. Graham. The vote was unanimous.

- A. Elevator Repair – The back elevator has a noise and vibration problem. All - Ways Elevator, Inc. said the cost to fix is \$9,165.00.
 - A. Kamran made a motion to approve an amount not to exceed \$10,000.00 for elevator repair, if comparison quotes received from other companies are similar to All-Ways Elevator, Inc., then it's approved to use All-Ways Elevator, Inc. to repair the elevator seconded by J. Johnson. The vote was 6 yes and 1 no.

X. Other

Candidate interviews for Library Director will be held in the large tutoring room on August 10th and August 11th.

XI. Remarks from the Audience- None

A.Graham made a motion to adjourn the meeting at 8:08pm, seconded by A. Kamran. The vote was unanimous.

XIII. Executive session

R. Hunt made a motion to go into executive session at 8:10pm, seconded by J.Johnson. The vote was unanimous.

J. Johnson made a motion, seconded by C. Gagliano to adjourn the executive session at 8:32pm. The vote was unanimous.

XIV. Adjournment

J. Johnson made a motion, seconded by C. Gagliano to adjourn the meeting at 8:32pm. The vote was unanimous.