

**South Country Library  
BOARD OF TRUSTEES MEETING  
December 20, 2018  
MINUTES**

**I. CALL TO ORDER**

**J. Neal called the meeting to order at 6:30.**

**Present: J. Neal, A. Kamran, S. Binnington, G. Marschall, C. Walsh, C. Trent, C. Gagliano, R. Hunt, J. Johnson**

**Absent:**

**6 staff members in attendance**

**0 members of the public in attendance**

**II. Executive Session**

**S. Binnington made a motion, seconded by C. Trent to enter executive session at 6:30 pm to discuss the medical, financial, credit or employment history of a particular employee. The vote was unanimous and the motion carried.**

**C. Trent made a motion, seconded by J. Johnson to exit executive session at 7:08 pm. The vote was unanimous and the motion carried.**

**III. Remarks from the Audience:     None**

**IV. APPROVAL OF THE MINUTES OF THE October 18, 2018 MEETING**

**R. Hunt made a motion to approve the Minutes of the October 18, 2018 meeting, seconded by C. Walsh. The vote was unanimous.**

**V. Report of the Treasurer- NOVEMBER**

**A. Balance Sheets**

- 1. General Fund - \$2,405,211.68**
- 2. Endowment Fund - \$7,013.06**
- 3. Capital Fund - \$371,677.77**

**B. Operating Warrants**

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

**Report of the Treasurer- DECEMBER**

**C. Balance Sheets**

- 4. General Fund - \$2,589,857.71**
- 5. Endowment Fund - \$7,009.48**
- 6. Capital Fund - \$371,479.27**

**D. Operating Warrants**

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

**VI. Report of the Administrators- NOVEMBER**

**All Library events in November were very successful which included the first Veterans Resource Fair and a Technology Fair. The Holiday craft fair was extended for two days. Parking lot issues have been remedied and the South Country Library letters were painted. Coming events are the Holiday concert on 12/21 and blood drive in January. A new security guard has been hired for the weekend.**

**C. Trent made a motion to approve the Report of the Administrators, seconded by J. Johnson. The vote was unanimous and the motion carried.**

**VII. Report of the Administrators- DECEMBER**

All staff have completed the mandated NYS Anti- Sexual Harassment training. Active shooter workshop was presented to the staff. Petitions for new Trustees are available 2/8 and to be returned on 3/4.

C. Walsh made a motion to approve the Report of the Administrators, seconded by A. Kamran. The vote was unanimous and the motion carried.

**VIII. Report of the Committees:**

**A. Budget & Finance- Draft 2019-2020 Budget**

A. Kamran made a motion, seconded by C. Trent to approve the budget as presented and authorizes the Director to adjust the budget, if necessary, when entering the figures in the software provided by NYS to make sure the tax appropriation comes in under the tax cap. The vote was unanimous and the motion carried.

**B. Buildings & Grounds- None**

**C. Personnel- Admin contract renewal and Director's recommendation.**

1. G. Marschall made a motion that the salaries discussed in the executive session for both the Director and Assistant Director be approved, seconded by R. Hunt. The vote was unanimous and the motion carried.

2. C. Trent made a motion to have the increase begin July 1<sup>st</sup> in accordance with the fiscal year, seconded by C. Gagliano. The vote was unanimous and the motion carried.

3. C. Trent made a motion to adjust the employee's salary as discussed in executive session, seconded by A. Kamran. The vote was unanimous and the motion carried.

**D. Community Affairs-None**

**E. Hubbard Fund- None**

**F. Long Range Planning- A new date will be arranged for the trustees to have a workshop with Jerry Nichols regarding strategic planning.**

**G. Nominating Committee- None**

**IX. Old Business-**

**A. Hubbard CD- Informational spreadsheet included in packet for review and discussion.**

**C.Trent made a motion to move \$50,000 into Capital One for 12 months at a rate of 2.5%, seconded by A. Kamran. The vote was unanimous and the motion carried.**

**X. New Business-**

**A. Roof Proposal-**

**G. Marschall made a motion to approve the roofing proposals at a cost of \$22,400 to address leaks in the reference area, the bookkeepers office and technical services, seconded by J. Johnson . The vote was unanimous and the motion carried.**

**B. Thermostat Proposal-**

**G .Marschall made a motion to approve upgrading to Honeywell Red Link thermostats at a cost of \$22,875., seconded by A. Kamran . The vote was unanimous and the motion carried.**

**C. Bathroom Proposal-**

**C. Trent made a motion to approve GSM's bid on the renovation of the 3 main floor public bathrooms at a cost of \$31,300, seconded by G. Marschall. The vote was unanimous and the motion carried.**

**D. LED-**

**G. Marschall made a motion to approve changing our interior florescent lighting to LED strips, at a cost of \$54,503, seconded by A. Kamran. The vote was unanimous and the motion carried.**

**E. Workers Compensation Policy Renewal-**

**S. Binnington made a motion to renew the policy with Hartford at a cost of \$10,192. seconded by J. Johnson. The vote was unanimous and the motion carried.**

**F. Procurement Threshold-**

**C. Gagliano made a motion authorizing Library Administrators to approve purchases that are under \$7,000 without a board vote, seconded by S. Binnington. The vote was unanimous and the motion carried.**

**XI. Other- A Library fundraiser was discussed having a flutist for 2hrs at a cost of \$300.00 and using the Christ Episcopal Church for \$300.00.**

**XII. Remarks from the Audience - None**

**XIII. Adjournment**

**J. Johnson made a motion to adjourn the meeting at 8:35p.m., seconded by C. Gagliano. The vote was unanimous and the motion carried.**