

Chester Public Library

Board of Trustees Meeting

July 19, 2016

I. **Call to Order:** The meeting was called to order at 7:20pm by Tanya Woods.

Present: Tanya Woods, Catina Strauss, Irene Johnson, Maureen Jagos. Joanna Janik, Leila Goldthwaite, Sue Elter, Cindy Smith (Town Board)

II. **Approval of Minutes:** J. Janik made motion to approve June 21, 2016 minutes, the motion was seconded by C. Strauss, motion passed 5-0.

III. **Correspondence:** M. Jagos reported some positive feedback about homebound delivery program.

IV. **Disbursements:** J. Janik made motion to approve June disbursements seconded by C. Strauss, motion passed 5-0.

V. **Treasurer's Report:**

- S. Elter prepared an operating budget 2017 as discussed in June, requesting 115K from the town for 2017 which is a 12% increase from 2013. The line item budget was examined. Personnel budget was discussed with salary changes as discussed in June. Examined employee budget through the end of 2016. The board will propose salary increases effective immediately in order to bring up salaries to county standards.

J. Janik made motion to approve salary rate changes through the end of 2016, L. Goldthwaite seconded, the motion passed 5-0.

- Letter will be drafted by I. Johnson and T. Woods to the town board regarding the salary changes approval.

L. Goldthwaite made motion to approve operating budget for 2017, C. Strauss seconded, motion passed 5-0.

C. Strauss made motion to approve 2017 personnel budget of \$320,711, L. Goldthwaite seconded, motion passed 5-0.

C. Strauss made motion to approve Treasurer's Report, J. Janik seconded, motion passed 5-0.

T. Woods made motion to approve a pay raise of \$2/hr for our bookkeeper, Sue Elter. J. Janik seconded, motion passed 5-0

VI. **Director's Report:**

- M. Jagos and J. Armstrong are requesting to attend the full NYLA conference which takes place November 2-5<sup>th</sup>. They are also asking to attend CE workshops on grant writing and coding clubs. Total cost for them to attend \$788. The Board Examined the budget for CE and Travel. At this time the board is approving conference only.

Motion was made to approve the conference attendance by C. Strauss, seconded by I. Johnson, motion passed 5-0.

- Maureen was selected to join the United Way's Community Impact Council. A copy of the agreement that she signed with them was provided, which outlines her duties.
- Letters were sent out on 7/13/2016 to those appearing on the Librarian I civil service list. As soon as letters return to Maureen interviews can be scheduled to fill open positions.

- Maureen reports NYS dept labor, safety and health issued CPL 3 violations. The Town was notified of the said violations in January. We were given until 8/8 to rectify violations. Tanya Woods will write a letter to Supervisor Jamieson at the town board as a reminder to correct these violations.
- Trustee workshops thru RCLS were discussed.

## **VII. Old Business:**

Motion was made by C. Strauss to approve our Tobacco Free environment policy, J. Janik seconded, motion passed 5-0.

- FMLA Policy - M. Jagos decided to look at the sick leave policy based on Goshen & Florida Libraries. Will revisit at a future date.

C. Strauss made motion to approve the Ethics Policy revision statement adapted from United For Libraries, L. Goldthwaite seconded, motion passed 5-0.

- Long Term Plan of service Survey:

Discussed the 15 questions we will use on our survey. Tanya Woods will rework the final survey to be sent to Grace for review.

- Maureen got 2 separate quotes for painting. Still working on another estimate.

## **VIII. New Business**

- Special Meeting set-up to discuss public library law with Jim Farrell, Town Board members and Library Board on July 26 at 7:15pm.

**IX. Board Comments:**N/A

## **XI. Adjournment:**

C. Strauss made motion to adjourn, the motion was seconded by J. Janik. The motion passed 5-0. The meeting was adjourned at 10:47pm.

Submitted 7/21/16

Irene Johnson

Secretary

Chester Public Library Board of Trustees