

Your Home Public Library Board of Trustees

Meeting Minutes July 13, 2015

Attendees: Director Tillinghast, D. Bartlow, L. Bryan, R. Deemie, S. Maximiek, E.D. Knight

Guests: Natassia Enright

Call to order: 5:33pm

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Receiving of Visitors

Natassia Enright, Adult Services Librarian gave a summary of the Adult Reading Program, Escape the Ordinary. There are currently 49 people signed up. Gift baskets will be drawn regularly, and the end of the program drawing will include an e-reader. End of the summer party is August 17. There will be 6 classic superhero movies shown as part of it as well. All made possible by funding from the Friends group. Natassia also gave a summary of the programs that are lined up for the fall.

Approval of Minutes from June 2015 Regular Meeting

R. Deemie motioned to approve; D. Bartlow seconded.

Communications/Correspondence

Retiree inquired about making changes to their health care benefits.

Approval of Claims

Discussion regarding Union Library District newsletter line item; Andrea will talk to Endicott Public Library about committing to spring newsletter 2016 but not this fall. Next month we will look at a modified budget to keep the lines on track and consider modifying it every month.

L. Bryan motioned to approved, S. Maximiek seconded

Library Director's Report

Much of her time is spent working with the accounting team who is doing the informal audit. Phone quote is here as an FYI because that is the last utility we have to take over from the Village.

All insurance forms have been processed, waiting on one HSA form.

Whole back hallway has been painted. Front men's bathroom has new flooring, new paint.

There was a confirmed case of bedbugs that came in on some return books; it was handled quickly and pest control was called.

Andrea has worked with a donor to get the sunroom floor refinished and refurbish.

Old Business

A. Village/Library Fiscal Issue Update

Still no trial balance reports. The Village is saying that they cannot get any documentation/reports out of the computer prior to June 2014 because it is beyond their capabilities.

There is currently a \$214,000 difference between our calculations on what our salaries/benefits were expected and what they should have been in 2013-2014. That gap needs to be satisfied - we need to see payroll and benefit records from that time period, including retirement. We also need the missing the missing months of the green bar reports and the trial bar reports as well.

B. Finalize Director Evaluation.

Moved to the end of the meeting.

New Business

A. Bed Bugs Policy 400-17.

D. Bartlow motioned to approve with changes, R. Deemie seconded.

B. Fiscal & Recordkeeping Manual Policy 500-1.

Table procedure E; look at it when we review other gifts/memorial policies at next meeting.

D. Knight motions to approve the policy except for Procedure E; D. Bartlow seconded.

C. Debit Card Policy 500-3

L. Bryan motioned to approved with edits, R. Deemie seconded.

D. First look through of General Personnel Policies 300-1.

Discussion tabled until the next meeting. Director Tillinghast will send out an electronic copy to the Board so that the edits are more noticeable.

E. Director Evaluation

L. Bryan motioned that the Board move into executive session to discussion the evaluation of D. Tillinghast. S. Maximiek seconded. All approved.

Regular meeting adjourned at 7:39pm

Executive session entered at 7:41pm

No votes or other actions were taken during this meeting.

Executive session adjourned at 8:03pm

Next Meeting: August 10th