

Your Home Public Library Board of Trustees

Meeting Minutes August 8, 2015

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

Excused: E.D. Knight

Guests: John Roby, Catherine DePersis. Michael DePersis

Call to order: 5:33pm

Receiving of Visitors

No comments.

Approval of Minutes from July 2015 Regular Meeting

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

Communications/Correspondence

Inquiry from an intern working with the Village of Johnson City regarding the history and ownership of the building. L. Bryan will continue to follow up.

Approval of Claims and Budget

S. Maximiek moved to accept claims, L. Bryan seconded.

S. Maximiek moved to accept the following modifications the Budget: \$1000 was moved from 4.031a and 4.044a to 4.031c. \$1500 was moved from 4.101 to 4.622. D. Bartlow seconded.

Library Director's Report

Accountant clerk, L. Rockwood, has given notice and her last day is August 13. The Board acknowledges and thanks her for her work during her tenure here, especially since we have been making improvements to our fiscal procedures in order to address our current situation. K. Locker will be returning to work on a temp basis until we can fulfill the job through civil service.

The MSA interns are done with the active phase of their work, and are finishing a final report.

All the telecommunications lines in the library have been upgraded, and the accounts have been switched into the Library name. This was the last utility for us to have switched over from the Village.

A press release for the upcoming closure of the YHPL due to the renovations of the sun room was discussed, along with ideas on how to best publicize the closure and renovation. Details on paying the appropriate library employees for any time lost as a result of the closing were discussed.

The Memorial Plaque has been updated.

Old Business

A. Village/Library Fiscal Issue Update

L. Bryan and R. Deemie met with the Village and discussed the last six months of financial information. Our interns have went back as far as 2010, and the biggest gap still remains in personnel costs, where there were large lump sums being taken out by the Village, but not a clear breakdown on what they are for. The Village has indicated that they do not have any historical information available, including timesheets past 6 months.

L. Bryan and R. Deemie will be going through payroll data we have on file in an attempt to reconcile this gap; and continue to try find out if there a gap between retirements costs & payout.

NYS has sent us our annual estimate for retirement costs, but it is bundled with all Village departments. Director Tillinghast is going to ask for our costs to be separated.

There is still a question about when the check from the Town of Union was received, and when they were applied to the budget.

The next meeting is between L. Bryan & R. Deemie and the Village is tentatively scheduled for August 20.

B. Finalize Director Evaluation.

Moved to the end of the meeting.

C. Fiscal & Recordkeeping Policy 500-1

R. Deemie moved to adopt section E “Memorials and Donations.” S. Maximiek seconded.

New Business

A. General Personnel Policies 300-1 review

Sections 1-7 were reviewed with some small changes suggested to wording clarification.

B. Renovation Closing

R. Deemie moved that the library close to the public September 2nd – 8th, 2015 in order to complete the renovation of the sun room. L. Bryan seconded. All approved.

R. Deemie made a motion to move into executive session so that the results of D. Tillinghast’s review could be discussed. L. Bryan seconded.

Executive session entered at 7:39pm

Present: D. Bartlow, L. Bryan, R. Deemie, S. Maximiek

L. Bryan discussed the review and the follow up meeting concerning the review that was held with D. Tillinghast.

Executive session adjourned at 7:55pm

L. Bryan made a motion to give D. Tillinghast a 3% raise based on her performance in the last year. The successful funding vote was mentioned among other accomplishments. S. Maximiek seconded. All approve.

L. Bryan will share the results of the vote with D. Tillinghast.

Regular meeting adjourned at 8:03pm

Next Meeting: September 14th