

**Your Home Public Library Board of Trustees Meeting
Meeting Minutes November 9, 2015**

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

Guests: Kevin McQuade

Call to Order: 5:33 pm

Receiving of Visitors: Kevin McQuade

Approval of Minutes from October 2015 meeting: E.D. Knight moved to approve the minutes with edits; R. Deemie seconds.

Communication/Correspondence: Webinar Save the Date flyer: Role of Trustees in Planning and Evaluation: Effective Strategies to Utilize all Your Resources for Success. Nov 18, 10-11 by LTA

Approval of Claims and Budget: S. Maximiek moves to approve, approves R. Deemie seconded.

Library Directors Report: Met with Fred Morabito and architect to start discussing elevator and fire tower project. Still waiting on plans. Retirement bill was released by NYS retirement system; the System is still billing us part of village; and Andrea is working with NYS retirement system to find out how much we owe for our employees. Andrea had to resolve a problem with Paychex at the end of the month.

Committee Reports:

Building and Grounds: The Village Board will decide if the Fire Tower roof will be fixed; they are looking at mold removal.

Carpeting Quote: Endwell Rug and Warehouse Carpet provided quotes. L. Bryan motioned to table any further decision until January when we are further along in our budget.

Personnel/Policy Committee: nothing new to report here

Nominating Committee: L. Bryan will run for another term as President; S. Maximiek will for another term as Secretary, E.D. Knight will run for Vice-President. Any Board member interested in running for an office can submit their nomination (or nominate someone else) to D. Bartlow.

Old Business: 300-1 General Personnel Policy. Wording to change the policy as suggested by the Personal/Policy Committee was discussed and approved. Other edits were made.

S. Maximiek motioned to approve the policy as amended, D. Bartlow seconded.

New Business: 300-5 Sexual Harassment Policy. D. Barlow motions to approve the policy as written, L. Bryan seconded. R. Deemie noted that other types of harassment are not included in this policy; and Director Tillinghast will bring to the next meeting a discrimination policy for approval.

Insurance Coverage: Director Tillinghast received two viable quotes. After a discussion, R. Deemie motioned to hold this decision pending further information. Director Tillinghast will try to get one of the agents to come to the next Board meeting to answer questions.

Meeting adjourned at 7:11