

**Your Home Public Library Board of Trustees Meeting
Meeting Minutes February 8, 2016**

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

Guests: Maryse Quinn

Call to Order: 5:30 pm

Receiving of Visitors: Maryse Quinn

Approval of Minutes:

January 2016 meeting minutes motioned to approved by L. Bryan, seconded by E.D. Knight.

Communications/Correspondence:

R. Deemie was re-appointed to the Board, the Oath of Office was signed.

Approval of Claims and Budget:

Approval of claims: E.D. Knight motioned to approve; S. Maximiek seconded. . L. Bryan – approved. D. Bartlow – approve. R. Deemie – approve. E.D. Knight – approve. S. Maximiek – approve.

Budget Modifications:

- Move \$4100 from Unallocated Insurance to Health Insurance - Active
- Move \$1000 from Equip Computers to Health Insurance - Active
- Retirement (Total \$10,000)
 - Move \$1000 from Retirement to Equip – Misc Office
 - Move \$300 from Retirement to Magazines
 - Move \$600 from Retirement to Telephone - Verizon
 - Move \$450 from Retirement to Fire Ext Service
 - Move \$1300 from Retirement to Consulting Services
 - Move \$1000 from Retirement to Conferences/Mileage/CE
 - Move \$2000 from Retirement to Workers' Comp
 - Move \$1000 from Retirement to Consultant (Lawyer/possible auditor)
 - Move \$1000 from Retirement to Disability
 - Move \$2350 from Retirement to Health Insurance -Active
- Child AV (Total \$3000)
 - Move \$2450 from Child AV to Child programming
 - Move \$550 from Child AV to General Publicity
- Move \$2500 from Adult AV to Adult programming
- Move \$5000 from bottom line to Insurance -Commercial & Professional Liability
- Move \$6760 from Unemployment to Health Insurance - Active

E.D. Knight motioned to approve budget modifications as listed. S. Maximiek seconds. . L. Bryan – approved. D. Bartlow – approve. R. Deemie – approve. E.D. Knight – approve. S, Maximiek – approve.

Library Directors Report:

Library page interviews and orientation completed; Library account clerk training completed. Home Depot carpeting project confirmed. Utica National Risk Retirement Inspection completed. Telephone conference to work on splitting NYS Retirement from village with Retirement and Legal Services. Estimate for the fire tower/elevator project received, funding discussions going forward.

Motion: S. Maximiek moves to approve Kevin Hitchcock as to the position of library page at the rate of \$9.00/per hour for part-time work. Seconded by E.D. Knight. L. Bryan – approved. D. Bartlow – approve. R. Deemie – approve. E.D. Knight – approve. S, Maximiek – approve.

Committee Reports (see attached):*Budget*

The budget planning for the next fiscal cycle is almost done. Discussion about changing the date of the fiscal year to more closely match the date of the fund disbursement date from the Town of Union in order to make planning easier. We need to keep an eye on minimum wage discussions, because any future raises will impact our budget.

Building

The circulation desk will need to be updated; options about trying to salvage the existing desk as much as possible was discussed. No decisions made.

Personnel Committee

No report.

Village Fiscal

L. Bryan reported that the review of the budget and spending (re: to the \$100,000) was given to the Mayor, and we are still waiting a response.

Old Business:

Carpet installation: Dates have been confirmed and everything is ready to go. Two donations were received to help cover the cost (one in \$4,000 from the Friends, and one for \$3000 from a anonymous donor)

New Business:

EAP services are not available to the YHPL.

Discussion about the lack of a formal contract and itemized invoice for 4CLS. The Board agreed that this items are necessary in order to follow our fiscal policy. Director Tillinghast will follow up with Mr. Steve Bachman, Director of 4CLS, about this.

Executive Session:

6:35pm.

E.D. Knight moved to go into an executive session regarding a personnel matter relating to a particular employee. R. Deemie seconded. L. Bryan – approved. D. Bartlow – approve. R. Deemie – approve. E.D. Knight – approve. S, Maximiek – approve.

No actions were taken during this session.

E.D. Knight moved to end the Executive Session at 7:10 pm. R. Deemie second.

Adjournment:

7:10 by R. Deemie. E.D. Knight seconded.

Next meeting: March 14, 2016