

William H. Bush Memorial Library
Board of Trustees
October 18, 2017 Meeting

President Susan McArdle called the monthly meeting to order at 7:00 p.m.

Members Present: Susan McArdle, John Domagala, Nelson Schwartzentruber, Michelle Jones, Amy Beyer, and Cheryl Kelly.

Members Excused: Daniel Jantzi

Library Staff Present: Brandie Rogers.

The agenda was approved with a motion by John, seconded by Michelle.

Librarian's Report: See the attached notes. Discussion was held regarding closure of the library due to inclement weather. It was decided that if school is closed the library will also close for at least the morning hours. If the storm clears, the library will open for afternoon/evening hours.

Discussion was held regarding the email received from Jerry Schell regarding the need for computer updates. Board members have further questions regarding this matter. Brandie will forward these questions to Jerry.

Brandie and Karen are both planning to attend the Essential Policies Workshop at Lowville Free Library.

Treasurer's Report: The quarterly report presented by Treasurer Nelson Schwartzentruber was approved with a motion made by Michelle, seconded by Amy.

Secretary's Report: Nelson moved to approve the minutes of the September 27, 2017 meeting as written, John seconded the motion. Motion carried.

Old Business: The toilet has been repaired. There should be no problem with the roof. Nelson will pursue information on the location of the patron with several overdue items so he can be contacted by the library.

Internet Project Update: progress continues to be made, equipment is being installed.

Library staff shirts, although ordered, have not yet arrived.

Sue presented the results of the Long Range Plan Committee's Planning Survey: See attachment. The Long Range Planning Committee will meet on October 27, 2017 at 10:00 a.m.

It was decided to table the Board evaluations until the January meeting.

The Christmas Open House (December 9 10:00am – 12:00 noon) plans were discussed. Capo 3 will provide music; Santa's arrival has been scheduled. Sue will order books for gifts; refreshment committee will plan refreshments.

Nelson is planning to research proper preservation of the clothing on display in the museum.

The Essential Oils Program is planned for some time in December.

Staff recognition will be done in 5 year increments and presented before the Christmas Open House.

New Business: Nelson and John reported on the NCLS Annual Meeting. The speaker spoke on "Promoting Your Library".

Sue shared correspondence and available workshops through NCLS with the board.

Christmas gifts for employees was discussed, a motion was made by Amy and seconded by Nelson that Christmas gifts be purchased as discussed. Motion carried.

Staff evaluations were completed by board members.

Next meeting will be held November 29, 2017 at 7:00 p.m.

Respectfully Submitted,

Amy Beyer

Vice President