

# Worth-Pinkham Memorial Library

## BOARD OF TRUSTEES MEETING

June 17, 2019

7:30pm

Minutes

1. Call to Order & Attendance in Accordance With the Open Public Meeting Act at 7:35pm. John Mongelli, Hugh Turk, Herman Crowley, Jeff Clutterbuck, Leann Surz, Dane Policastro, Gretchen and Alyssa are in attendance. Diane Mardy, Patricia Crossley, and Caroline Richards were not present.

2. Minutes of May 20, 2019 Regular Meeting – Herman Crowley moved to approve, and Hugh Turk seconded.

3. Public Session

Opened at 7:35pm and closed at 7:35pm

4. Correspondence

None to report

5. President's Report

John Mongelli

None

6. Vice President's Report

Hugh Turk

None

7. Treasurer's Report

Herman Crowley

Capital Account: \$47,196.88

Operating Account: \$78,626.84

Total: \$125, 823.72

Budget pretty much in line with projection. New report easier to read.

Omit Profit and Loss just Budget vs Actual instead.

On the 25<sup>th</sup> we will get our 2<sup>nd</sup> quarter 30k from the Boro.

Bills list reviewed.

Herman Crowley moved to approve the bills list for June 2019. Jeff Clutterbuck seconded. All approved.

8. Secretary's Report

Caroline Richards

None

9. Director's Report

Gretchen Kaser

Monthly circulation improving over previous month and year. eBCCLS continues to show strong improvement, so does print book for adults.

The audit report is clean and no recommendations.

Adult Loyalty Program called Library Loot resembles retail punch card program.

For 5 stars you receive: free item from book sale, ARK coupon, \$2.00 off any fines and a free replacement Library Card which normally costs \$3.00. For 10 punches you receive: anything out of the 5 star, Water bottle and entry for the Grand Prize (TBD).

There was an issue with unsavory characters sleeping on the library porch 2 or 3 nights. They wouldn't leave when the library closed they stayed on the porch. Gretchen came back around 10pm and they were still there sleeping. The HHKPD came and asked them to leave. Later on that night the burglar alarm was triggered. They have not been back since. It was recommended by the PD that we install exterior cameras. The cost would be \$820.00 for 2 cameras, hardware and labor. One camera in the front corner of the porch facing northeast and one on the side of the building near the basement door. The current lobby camera inside faces south and sees anyone approaching the main entrance. Leann Surz made a motion to purchase the cameras, Herman Crowley seconded, 5 votes in favor

(Mongelli, Turk, Surz, Crowley, Policastro), 1 vote from Jeff Clutterbuck was not in favor. The motion passed.

Architect Draft was received for the new interior space. We will need to approach the Mayor and Council with our preliminary wishes of a renovation. Dane will look into how we approach this.

The library survey is out and people are responding. We have had 86 do an electronic response and a handful filled out the survey manually. This is open until July 1.

Alyssa gave her report and it seems the programs are going over very well.

10. Council Liaison Dane Policastro, Councilman

Dane will be available this summer for anyone wishing to reach out to him. He will also get back to us on how we approach the Mayor and Council on our renovation project.

11. School Liaison Diane Mardy, Superintendent

None

12. Committee Reports:

A. Personnel Committee-

None

B. Finance Committee-

None

C. Library Strategic Plan-

None

D. Sub-Committee –

a. Title Search Committee-

None

E. Policies and Procedures Committee

None

F. Building and Grounds-

Covered above

G. Friends of the Library-

Caroline Richards is Library Board Liaison, was not present tonight so Gretchen gave the report. They had a great meeting, they have a president, treasurer and secretary; no vice president as this time. By-laws are basically finished. Taking July off and will reconvene in August.

13. Old Business-

None

14. New Business-

Acceptance of 2018 draft of audit report. Jeff Clutterbuck motioned and Hugh Turk seconded. All in favor.

15. Closed Session

**Date of Next Meeting: September 16, 2019**

**Adjournment: Jeff Clutterbuck and Herman Crowley at 9:05pm**