

Julia L. Butterfield Memorial Library

Monthly Board Meeting

Wednesday, February 20, 2013- 7pm

Agenda

Attendance: Judy Meyer, Dennis Gagnon, Gillian Thorpe, Mike LaRocco, Pam Markano and Kara Bickham

Acceptance of Minutes: Pam made a motion to accept the minutes from the 12/30/12 meeting with the correction of removing the dollar amount from Kara's motion to accept the budget; seconded by Dennis and the motion carried. Judy made a motion to accept the minutes from the 1/16/2013 meeting; seconded by Pam and the motion carried.

Financials:

1. **Acceptance of Warrants:** Dennis made a motion to accept the warrants; seconded by Kara; the motion carried
2. **Deposit Summary:**
 - a. Gillian will look into whether the AT&T and Verizon services can be combined in order to reduce cost.
3. **Treasurer Comments:**
 - a. We are currently within our 2013 budget.
 - b. Mike has talked to Fred Rodriguez at Wells Fargo about changing our investment policy so it is more flexible. To address this, Fred is investigating investment policies for other non-profits. Gillian will forward the investment policies of other libraries to Fred and Mike.

Director's Report: (attached to minutes)

Committee Reports:

Facilities Committee—The next facility committee meeting is to focus on the maintenance of the building and grounds and assess what is needed to generate a template of things to do and to plan for. Of particular importance are the roof, brick work and drainage. This template then can be used to create a yearly budget line for maintenance. Also on the agenda for the facilities committee is to come up with a plan to divide the Children's Library project into phases.

Policy Committee—After looking at sample endowment policies from other libraries, there was a lengthy discussion about what should be included in the endowment policy for the library. It was agreed that Board members should formulate their opinions about expenses to be covered by the endowment and what amount can be withdrawn from the endowment to cover those expenses.

Friends Committee—Judy attended a Friends meeting on February 4th in which the officers were decided (Jane Demic—President; Tania Dirks—Vice President; Phil Cotennec—Treasurer; Corinne Giunta—Secretary). An appeal letter will be sent out in March and the Friends are considering selling reusable bags with the library’s logo. Also, the Friends will have a booth at Big Truck Day with a children’s book sale and a raffle.

New Business

New Grant Submission—Mike has submitted NYS DOE grant in which the General Butterfield collection will be microfilmed—this is the first step toward digitization.

Mike made the motion to approve the Gift Policy; seconded by Denis and the motion carried.

Kara made the motion to accept the Employee Handbook updates; Judy seconded it and the motion carried.

Mike made the motion to transfer a bridge loan of \$40,000 back to Wells Fargo Advisors; \$20,000 in December and \$20,000 in January. It was seconded by Pam and the motion carried.

Adjournment: Judy made a motion to adjourn at 8:15 pm.

Next Meeting Date: Wednesday, March 20, 2013 at 7 pm.