

Julia L. Butterfield Memorial Library  
Monthly Board Meeting  
Wednesday, January 21, 2015 – 6 pm

## **MINUTES**

**Attendance:** Judy Meyer, Mike LaRocco, Pam Markano, Gillian Thorpe, Dennis Gagon

**Acceptance of minutes of December 17, 2014 Meeting:** Mike made a motion to accept the minutes as revised, seconded by Dennis and the minutes were unanimously accepted.

**Financials:** Mike reviewed the Deposit Summary, Balance Sheet, Profit & Loss Previous Year Comparison, Acceptance of Warrants. Judy motioned to accept the warrants, Pam seconded and the warrants were unanimously approved.

**Director's Report:** Gillian reviewed the Director's Report and made specific mention of her concerns with the recent winter weather. The back parking lot is of most concern as it becomes very icy and potentially dangerous. She would like to block the entrance with a chain during/after storms to prevent patrons and/or those residents looking for off-street, overnight parking from using the lot. She will use her discretion to close the library when the weather conditions threaten public safety. An invitation to attend Advocacy Day in Albany, NY on February 25<sup>th</sup> was extended to the Board.

### **Committee Reports:**

- Facilities Committee: The meeting on January 20 was not attended by Jamie Copeland as hoped. The plans for the lower lever were reviewed and discussed further. Pam will contact Commercial Draperies to schedule an appointment for a site visit to measure and quote for window shades.
- Policy Committee: 3D Printer Policy was reviewed and Mike motioned to accept, Dennis seconded the motion.
- Friends Liaison: The Friends moved \$7,500 over to the Library which left them with a balance of \$463. The group has a new member and will elect new officers in February. Their appeal letter will be mailed in March. The Board discussed expanding the Autumn Reception.

### **Old Business:**

- The attached 2015 Budget was adopted. Dennis motioned to accept the budget and Pam seconded the motion and it was unanimously approved.

### **New Business:**

- Bridge Loan: The funds put towards the HVAC replacement, security upgrades, and new laptops will not be returned back to the endowment when the bridge loan is repaid. A breakdown of the amounts and totals is attached.
- Gillian will create job descriptions for the staff and Director's positions.

**New Business Continued:**

- 2015 Officers were elected as follows:
  - A -The President will be Judy Meyer. She was nominated by Mike and the nomination was seconded by Pam.
  - B- The Vice President will be Dennis Gagnon. He was nominated by Judy and the nomination was seconded by Mike.
  - C- The Treasurer will be Mike LaRocco. He was nominated by Judy and the nomination was seconded by Dennis.
  - D- The Secretary will be Pam Markano. She was nominated by Judy and the nomination was seconded by Judy.
  
- 2015 Committee Chairpersons:

Judy made a motion for the positions to remain as they were in 2014 and the vote was unanimously approved.  
The positions are as follows:

  - A – Policy Committee Chair will be Pam
  - B – Facilities Committee Chair will be Dennis
  - C – Friends Liaison will be Judy Meyer

The next meeting will be held on Wednesday, February 18<sup>th</sup> at 7:00

The meeting was adjourned at 8:45 pm

Minutes submitted by Pam Markano, Secretary

## **2014 Bridge Loans from Endowment to Wells Fargo Bank**

November Loan:	\$50,000.00
<u>December Loan:</u>	<u>\$10,000.00</u>
Total Loan:	\$60,000.00

### **Capital Expenses**

HVAC Replacement:	\$6,957.50
Security Upgrades:	\$1,149.71
<u>Replacement Laptops:</u>	<u>\$1,040.00</u>
Total Loan:	\$9,147.21
Rounded to:	\$9,500.00

**Total Returned to the Endowment: \$50,500.00**