

Julia L. Butterfield Memorial Library  
Monthly Board Meeting  
Wednesday, September 17, 2014 – 7 pm

## **MINUTES**

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

**Acceptance of minutes of August 20, 2014 Meeting:** Mike made a motion to accept the minutes, seconded by Dennis and the minutes were unanimously accepted.

## **Financials:**

Fred Rodriguez from Wells Fargo was unable to attend the meeting due to a death in the family.

- Acceptance of Warrants: Dennis will question Downey Oil about the \$257.50 fee for the fan on the new HVAC Unit, Judy questioned what work Flagler performs. Gillian will go out to bid for their services before the end of the year. Dennis motioned to accept the warrants, Judy seconded and the warrants were unanimously approved.
- Deposit Summary: Gillian reviewed recent deposits
- Review of Balance Sheet Standard and Profit & Loss Previous Year Comparison: Only \$2,000 difference from 2013, expenses are at 71% with hopes for a successful Autumn Reception. Mike spoke to Fred Rodriguez at Wells Fargo about investing for future capital projects such as carpeting and the roof that will come up in the next 5 to 10 years and to move forward with the bridge loan.

**Director's Report:** Gillian reviewed her report. On 9/18 Vector delivered the new buzzers, horns and a new bell. A chime is now on the side door and a people counter on the front door. All phone chargers are now being kept at the counter and will need to be checked out. 2 laptops died and will be replaced; 1 for an adult and 1 for a child. She will be reaching out to local colleges to see if they have any to donate. The maker space is a success. She wants to add more lighting as she found beer bottles in the reading garden. She will look at possibly replacing Sanjay in April. The annual appeal letter will be mailed on Sept 19<sup>th</sup>.

## **Committee Reports:**

- Facilities Committee – Dennis reported on the 9/16 meeting with Pam, Pete Downy and Marjorie Gage. Reviewed the drawings and asked the Board if he may proceed in filing for the building permit so we will be ready to move forward with Phase 1 when we receive the \$50,000 grant obtained with Sandy Galef's assistance and the Board agreed. Mike asked if the window replacement would need to be brought up to the Historical Review Board. Dennis said he would ask Pete Downey about that. Pam will send the window elevation to Dennis.
- Policy Committee – Friends Agreement will be approved in October, Investment Policy (Mike) will be reviewed and voted on at the October meeting.
- Friends Liaison – Autumn Reception plans are going very well, good response to the \$10 Raffle for the Los Cabos trip, Gillian is helping with the decorations.

## **Old Business:**

- New Trustee – no new developments on a new Trustee.
- Galef Gran Update –
- NYS Construction Update –

**New Business:**

- 2015 Budget – the first draft of the budget was reviewed and the vote will be added to the December agenda
- Transfer/Bridge Loan – Gillian is going to speak to Susan Kenny this month about getting the Library's funding on January 2, 2015 rather than having to wait weeks as in the past.

Adjournment: the meeting was adjourned at 8:15