

**Julia L. Butterfield Memorial Library
Monthly Board Meeting
Wednesday, May 21, 2014 - 7 pm**

Minutes

- A. In Attendance:** Judy Meyer, Gillian Thorpe, Mike LaRocco, Pam Markano , Dennis Gagnon and Kara Bickham
- B. Acceptance of Minutes:** Mike made a motion to accept the minutes from the April 16th meeting; seconded by Pam and the motion carried.
- C. Financials:**
 - a. Acceptance of Warrants/Checks (vote required): Dennis made a motion to accept the warrants; seconded by Kara; the motion carried.
 - b. Deposit Summary- These were mainly deposits for Friends memberships
 - c. Treasurer Comments if any on:
 - i. Review of Balance Sheet Standard:
 - ii. Profit & Loss Previous Year Comparison
 - 1. Books budget has already been spent for the year.
 - 2. Gillian will review this with Judy.
 - d. Wells Fargo
 - i. Mike spoke with Fred Rodriguez about crafting a financial policy for the library using Dennis's major capital repair projects timeline
 - ii. Will try to schedule Fred to come to July meeting for further discussion.
- D. Director's Report –**
 - a. Monthly Activities
 - i. Waiting to hear a response from Robert Schofield regarding 259 for budget increase vs 259 for all. He is to write up an opinion for the Board
 - ii. Dormitory Authority of the state of NY needs to see a succession of JBL Board members to verify current Board can authorize library renovation. Robert Schofield to follow up on this.
 - iii. Summer camp-1 week this year
 - iv. Laptop check out for use in the library
 - b. Facility and Space
 - i. Dennis to meet with new handyman, Steve Strang
 - ii. At next facilities meeting, would like to have run-off issue addressed
 - iii. Vector Security did a security audit of the library
 - c. Staff
 - i. Staff need continuing education to keep up with new technology
 - ii. New focus on collecting money for lost items and to have patrons show library ID card
- E. Committee Reports**
 - a. Facilities Committee –Dennis
 - i. No meeting this month
 - b. Policy Committee: Pam
 - i. Website disclaimer
 - 1. A motion was made by Mike to accept the website disclaimer with amendments; seconded by Kara and the motion passed.

- ii. Internet and Computer Use policy
 - 1. There was a discussion of both these policies with input from the library's IT support specialist, Sanjay
 - 2. It was decided to combine both policies into one. Will evaluate at next meeting.
- c. Friends Liaison – Judy
 - i. Wine tasting went well
 - ii. Breakfast at Tiffany's fall fundraiser being planned. Will hold a raffle for the condo this year instead of bidding at auction
- F. Old Business**
 - i. HVAC quote-Dennis
 - 1. Motion made by Dennis to approve the proposal from Downey to replace attic air handler and outside condenser unit as one system at the cost of \$6700 to be funded through the endowment; seconded by Judy and the motion carried
- G. New Business**
 - a. Resolution-Travel reimbursement
 - i. A motion was made by Judy to reimburse staff of the JLB Library for travel expenses to library related conferences and seminars at the standard IRS mileage and per diem rates; seconded by Mike and the resolution passed unanimously.
- H. Correspondence**
- I. Period for Public Expression**
- J. Adjournment:** Meeting was adjourned at 8:20