



PHELPS LIBRARY
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JANUARY 2017 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

2017 Annual Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Carol Priebe, Christa Socha, Director: Leah Hamilton

Absent: Sally Logan

Other Staff and Public: Debra Dennis

Public Participation: None

Meeting called to order at 7:03.

- I. Approval of 2015 Minutes, January 18, 2016 , motion made to approve by Mary Ellen, seconded by Dave and approved by the board

President's Report:

- Signed Leah's contract
- Implemented new Long-Range Plan
 - Increased programming numbers
 - Impressive staff and board involvement; to name just a few...
 - Summer reading workshop (Deb, Vicki)
 - VP for Paralibrarian round table for NYLA (Deb)
 - Early Literacy Webinars (Vicki)
 - LTA conference (Mary Ellen)
 - PLS focus group (Mary Ellen, Carol)
 - PLS legal responsibilities workshop (Mary Ellen)
 - Increase library usage
 - New hours
 - Shifting nonfiction
 - Remodeled children's area
 - Technology
 - Glowforge
 - Technology grants (chrome boxes, Amazon fire tablets and MyON, Innovative tech grant for light up scarves) as well as a number of donations from community members!
 - STEAM Lab growth and separation of clean tech.

- Spread awareness
 - Leah has presented on making a makerspace all over the state (interviews, webinars, speaking engagements, Maker Faires, and more)
 - Several visitors from other libraries and schools
- Minimum wage schedule
- Shannon, University of Wisconsin dissertation
- Said goodbye to Nozzolio
- We read the whole PLS handbook!

Going forward in 2017 again, by no means is this everything...

- Pam Helming
- FLX Maker Fest
- Fundraisers
- Long-Range Plan
 - Continue to get the community involved
 - Recruit volunteers and presenters
 - Collaborations
 - Purchase people counters to measure foot traffic
 - Up our marketing game
 - Investigate and evaluate emerging technologies
 - Advocate!
- Try to keep up with Leah

Director's Report:

During 2016, there were 17 pages of Operations & Bookkeeping, Irons in the Fire, Programming, Technology, and Public Relations and Outreach reports. That's over 6,000 words! So much has been happening at the Phelps Library this past year!

Let's start with some words from the community:

"The Phelps Library is the most beautiful library I have ever been in! They have paid attention to every single detail. From the umbrella and picnic table in the Children's Room to the electronics table to the book selection to all of the little seating nooks around the library, it is EXCEPTIONAL. When people come to Phelps, they should come visit the library. It is truly a gem!"

~ Linda Oley

In 2016:

- Nearly \$32,000 in grants were secured, from Innovative Technology, to Children's Play Spaces, to Construction Aid, to tablets for our community after a plea from school reading teachers, and more.
- We received national recognition from Wisconsin to Florida to Chicago (ALA), not to mention State-wide acclaim from Schools, Libraries, BOCES, Businesses, Library Systems, and Higher Education who were interested in learning how we made Making. We had visitors from every direction wanting to see what we had created within our Library. To learn from us. Our library left its walls and travelled around the State sharing what we have learned in the process of developing an innovative program and sharing our knowledge and experiences with others.
- We made connections and developed collaborations with new organizations, especially through FL STEM Hub and our travels around the State, and Shannon revealed through her research that we are more community driven than any other makerspaces she's studied.
- We also made the front page of the newspaper, above the fold and in color! And it was actually positive news!
- With hands-on programming alone, we held over 175 group programs and over 3,000 one-on-one programs, simply by moving the Clean Technology up front and center. From a calf in the Children's Room to a husband and wife making

felted jewelry together to a maker discovering her passion in the STEAM Lab and turning it into a business, we have created Magic in the Library!

Building/Technology Report: Craig

Quarter 1

-Significant lighting upgrades throughout the library. Switching over to halogens, replacing fluorescents with decorative lighting in the teen room
-Additional electrical upgrades included new outlets strategically installed around the library and power strips for computers, old AC units removed by village
-Security system upgrades and additional cameras purchased and installed
-Significant upgrades performed on both the main and children's rest rooms
Approved purchases: Steel Storage cabinets for STEAM Lab, new vacuum cleaner
Inquiry into additional space below the STEAM lab rejected due to poor condition of the facilities

Quarter 2

New STEAM lab cabinets/shelving installation begins
Repurposing/ rehabilitation of library shelving for Children's room started by volunteers
Lighting in community room installed and issues resolved by contractor
Investigating lease responsibilities for maintenance of entry/exits. Concerns brought regarding condition of rear entrance

Quarter 3

Steam lab Shelving and Cabinet installation completed.
Lighting upgrades (remaining fluorescents) to LEDs performed by contractor funded by the NY State Construction Grant
Flooring rehabilitation planned, Quote submitted by local contractor. Partial funding from NY State Construction Grant, remainder submitted to the Mary Preston Foundation.
Annual shutdown and cleaning performed Aug 26th and 27th
Investigation of mold, Village responsible for addressing
Approved delivery expect Spring/Summer 2017)
Pre- purchase of GlowForge Pro Laser Engraver (utilizing NY State Bullet Aid,
Discussion on recruiting/developing additional

Quarter 4

Mold testing completed by Village, Microtoxins identified in basements, Village actions required for resolution
Discussion, inquiry and rental acquisition of room #207 for storage and staff activities, creating more useable space for patrons

Finance/Funding Report: Dave

-gain in investments this year, checking account assets shared
-budget set at \$186,000 which slightly exceeded what was taken in but there was more income generated through grants in the amount of \$20,000
-2017 budget is increased due to significant change to payroll due to salary increases
-grants secured in 2016 were \$30,000 in total
-Mystery Dinner revenue higher than in 2015
-new library space added resulted in rental obligation increase
-claim operator process was implemented
Goals for 2017: continue grant opportunities and fundraising due to uncertainty of funding from State Senate office

Policy/Personnel Report: Mary Ellen

January:

Contract signed by Leah with goals and objectives for 2016 –
Leah's evaluation completed

February:

-all present board members signed the Whistleblower Policy and Agreement
The following policies were approved by the board
• Claims Auditor Job Description • Safety Policy • Determining Compensation Policy • Fixed Assets Capitalization Policy • Technology Disaster Plan • Online Banking Policy • Conference and Travel Policy • Performance Evaluation Policy • Emergency Closing Policy • Treasurer's Responsibilities Policy The Library Disaster Recovery Policy is currently being written.

March:

-Privacy policy updated and vaping policy added to the current smoking policy;
All policies, procedures and forms are in one place.
In January of each year, the policy handbook can be renewed by the board and each employee will receive a handbook.
The board wishes to thank Leah for her extensive work on developing all policies for the PCML!

April:

The hazards and warning sections were added to the STEAM Lab policy
We raised the price for large format printing from \$4 to \$5 for all 13x9 inch paper

May:

A staff vacation cap requested at 3 weeks for hourly staff, to be further discussed at next meeting –
3 D printing fees discussed: if patrons request a specific item beyond filament costs the fees will be 10 cents per gram
The purchase of 3D scanner was discussed

June:

Mary Ellen submitted our policy manual to the statewide group, Library Trustees Association. The LTA plans to update their policy webpage and will add our policies.

July:

-Mary Ellen attended the financial workshop held at PLS to learn more about the legal responsibilities of trustees for the library, non-profit policies and procedures, and auditing –
Finance and Policy/Personnel committees will meet before the August board meeting regarding staff vacation policy.

August:

-Policy/personnel committee to meet to update the Library Use by Minors Policy following board discussion of a recent issue presented by Leah –
Discussed the Borrowing and Circulation Policy due to recent issue as presented by Leah –
Revisions to Staff Vacation Policy discussed, draft policy to be written and voted on next month –discussed Library Administrative Proposal Program, Leah was asked by PLS (Pioneer Library System) to participate in the program, working on courses toward an MLS degree, program to be presented at PLS beginning in April 2017 and run over the time period of 2 ½ years, cost \$6500

September:

- VOTE: Staff vacation policy – approved
Carry over of vacation and sick time to be discussed at next meeting –
Minor's policy- presented to board, to be voted on at October meeting

October:

-The board approved a blanket name change in the policy manual from Phelps Library to Phelps Library –
The board approved a change to Leah's title from Manger to Executive Director
Leah's annual contract is due January 7th, Personnel Committee to meet and distribute contract information as well as evaluation forms for Leah; committee also to address continuing education in Leah's contract -
The board approved the staff vacation and paid time off leave policy per the changes made at the 10/17 board meeting
The board approved the Library Use by Minors policy as written

November:

Seven checkpoints of the Strategic Plan have already been addressed, plan to begin in January 2017

December:

Director's contract due by 1/7/17, Personnel Committee to make changes including the educational expense agreement, new contract to be sent by email to all trustees
-Summary of review for Director read by Mary Ellen including optimal use of STEAM Lab, marketing strategies, outreach to other libraries, increase in programming and participation
-Leah presented accomplished goals for the library including grants and funding, outreach, expanded Makerspace and others, presented future goals including single document policy manual, staff training, pursue coursework and others

Public Relations: Carol

As always, the Director and Staff of the Phelps Library set the tone for positive public relations in the excellent service and rapport they have with our patrons! Especially this year, there was a tremendous amount of outreach highlighting what a small library can do for their patrons when a staff shares this information with others striving to do the same.

Feb.

- a. Shannon of the University of Wisconsin: Maker-in-Residence
- b. Tours: Pal-Mac School Librarians, FLCC Librarians, LVOY Board, Wayne Central SD Administrators, Teachers, and Librarians
- c. Presentation at BOCES at RIT Inn and Conference Center
Preston Foundation

March

- A. Maker-in-Residence: Update
- B. Library Advocacy Day with Senator Nozzolio (see photos)
- C. STEAM Lab Tours: Wayne Drumlins coming April 20th; couple from Victor drove in a snowstorm to visit because they'd heard about us in Livonia and were told they HAD to go here NOW!; Wayland Cohocton CSD brought 5 people, including teachers, librarians, and tech staff; Ovid and Trumansburg Libraries directors plus Ovid Board President came together; teacher from Marcus Whitman CSD.
- D. School Age Program wants to collaborate on a regular basis as well as a summer camp
- E. Digital Newsletter sent to 144 subscribers last week; and I plan to create a monthly calendar from now on, since we've heard from patrons that it is very helpful
- F. Website is being updated; simplifying, fewer clicks, more on homepage.
- G. Jobs on website... No one from the community has sent job listings despite promotion by Mayor, BDTC, and PCoC, and there currently aren't any available on NYS DOL database.
- H. Workplace Literacy Update: Located a student. Rubric written. Grants sought.
- I. Focus Groups

May

Daily Messenger published article written by Leah about Shannon, Maker-In-Residence from the University of Wisconsin and the related programming in the STEAM Lab

August-Leah shared a recent extensive interview she gave about the STEAM Lab published in FL Times

-Carol shared the FL Times picture and caption for the Shibori class held in STEAM Lab

-Leah will begin adding library events to the Messenger Post calendar

September

- Phelpsny.com - \$200 version Phelpsny.com to make us separate from Community Center

October Maker Faire 2016 (see information in manager's report), Leah has made several connections that will benefit library programming and instruction in the STEAM Lab

November

-Rochester Mini-Maker Faire and Barnes and Noble Maker Faire (2 locations) were held this month with excellent turn-out, Leah presented photos and actual items made at the Faire, detailed information in the Director's Report

2. New Business:

-Vote: Mary Ellen made a resolution to nominate and elect Briana Graham as President for 2017, seconded by Craig. Carol nominated Mary Ellen Darling as Vice President, seconded by Dave. Carol nominated David Benz as Treasurer, seconded by Mary Ellen. Dave nominated Carol Priebe as Secretary, seconded by Christa. Mary Ellen made the motion to approve the slate of officers as nominated and the board approved it.

-Christa made the motion to override the by-laws stating that the President may serve one term only, seconded by Craig and approved by the board

-Carol Priebe, Secretary, cast a vote for the new slate of officers

-2017 Committee Assignments are as follows:

Building and Technology: Craig, Mary Ellen

Finance and Funding: Dave, Christa
Policy and Personnel: Mary Ellen, Dave
Public Relations: Carol and Sally
Briana as President is ex-officio for all the above committees

- The following items were reviewed and approved by the board:

1. Salary Schedule, presented by Library Director
2. Health Insurance Benefit Summary for the HSA for employees was discussed, the amount of \$600 in total for the year approved, as well as the associated fee of \$4.50 per employee
3. Insurance Review
4. Bank Depository Review
5. Claims Auditor Responsibilities Review and Preparation of 2017 Schedule (to be emailed to trustees by Leah)
6. Signatories Review
7. By-Laws Review
8. Conflict of Interest Disclosures signed by all trustees present (Sally to sign and return)
9. Whistleblower Disclosures signed by all trustees present (Sally to sign and return)

The following items were voted on and approved by the board:

- Dave made the motion to approve the Depreciation Schedule (end of year), Craig seconded the motion and the board approved it
- Dave made the motion to authorize pre-payments for 2017 as listed, seconded by Mary Ellen and approved by the board
- Mary Ellen made the motion to accept all current policies as written, seconded by Christa and approved by the board

Dave made the motion to adjourn the Annual Meeting at 7:51, seconded by Craig and approved by the board in order to begin Monthly Meeting: January 16, 2017

Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Carol Priebe, Christa Socha, Director: Leah Hamilton
Absent: Sally Logan

Public Participation: Debra Dennis

1. Approval of Minutes, December 19, 2016: approved by Mary Ellen, Craig seconded and approved by the board
2. Approve Finances: Dave reported the current assets and reviewed profit/loss. Mary Ellen moved to approve the monthly transactions, Carol seconded the motion and the board approved it
3. Manager's Report:

. PROGRAMMING

- Book Arts classes start tomorrow
- Lock-in Requests – To charge or not to charge (outside of community)
- Knitting Club and Mixed Media Arts Clubs started, Happy Hookers taking off well
- Beginners Sewing to begin Feb 1st

- New Story Hour added for the PCC 3 year olds
- Facebook – New Phelps Library Virtual Reading Challenge Book Club, currently 27 followers

PUBLIC RELATIONS AND OUTREACH:

- Meeting with Brian Kolb at his Geneva office
- Patrons with allergies, continued
- Love Your Library 2017? February 15th.

OPERATIONS & BOOKKEEPING:

- New Hours started January 2nd, GREAT FEEDBACK!!
- Annual Appeal update.
- Audit for Worker’s Comp scheduled for January 31st.
- Gathering paperwork for 990; hope to meet with Allan Mallette next week.
- Lease agreement for Room 207 has been signed.
- No word yet from NYSED on Library name change request
- Staff have been presented with their letters of hourly rate changes, effective December 31st when the NYS Minimum Wage increased to \$9.70
- All staff were presented with the Conflict of Interest and Whistleblowers Disclosures
- New Library logo. New signs and marketing materials have been ordered

IRONS IN THE FIRE:

- Asked by Dan Schneiderman to lead a panel on makerspaces in Libraries in Albany on March 24th and the NYS Makers Summit
- Going to Albany the day before Advocacy Day (February 28th – March 1st) to participate in activities (What to Expect from an OSC Audit AND Increasing Circulation @ Your Library). Carpooling and staying with Lauren.
- Have submitted 3 proposals for presenting sessions at NYLA
- Asked by NYLA President, Jeremy Johannesen, to “lead the charge” on the MSRT (Makerspace Round Table). Mandatory meeting in Albany, February 14th, 10am-4pm. Deb attending as well for ParaLibrarian Round Table.
- Finger Lakes Institute Collaboration

4. Standing Committee Reports

Building/Technology: Craig

- no information to report this month

Finance/Funding: Dave

- Leah to make Village budget request on January 29th
- information shared by Leah on the Affidavit of Voluntary Administration/Distributtee for Judith L. Watson, will await further information
- Annual appeal update given (see information in Director’s Report)

Policy/Personnel: Mary Ellen

- HSA has been continued as described in Annual Meeting notes above

Public Relations: Carol

- band has been arranged for the upcoming Speakeasy Dinner on April 29, 2017
- Christa made the motion to hire Aleta Williamson, Event Planner, for services associated with the FLX Maker Fest to be held in July, not to exceed 15 hours, seconded, by Dave and approved by the board

5. Unfinished Business:

-none at this time

6. New Business:

- Mary Ellen made the motion to remove items from the lost book list dating to 2010 to include only those items missing/lost within the past 3 years, seconded by Craig, and approved by the board

Meeting adjourned at 8:44.

Next Meeting: February 20, 2017

Respectfully Submitted: Carol Priebe

FEBRUARY 2017 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes of the February 20, 2017 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling Briana Graham, Carol Priebe, Director: Leah Hamilton.

Absent: Craig Logan, Sally Logan, Christa Socha

Other Staff and Public: John McCarthy

Public Participation: Deb Dennis

Special Guest: John McCarthy, Financial Advisor (Spero Financial Services) for the library, presented a Portfolio Review document and summary for the Phelps Library. He compared the S&P 500 from 2015 to 2017 and noted good fundamentals in the present economy. John discussed an article entitled Five Ways President-Elect Trump Could Move Markets. Another document from Capital Group regarding the 2017 Outlook for investments was discussed.

Meeting called to order at 7:00 p.m.

1. Adoption of Agenda
2. Approval of Minutes, January 16, 2017 - Vote of approval tabled due to lack of quorum
3. Voting to suspend Article 5, Section I, (president ineligible for re-election) to allow Briana Graham to serve as President for one (1) additional year - Vote of approval tabled due to lack of quorum
4. Approve Finances: Dave recommended the finances be approved- Vote of approval tabled due to lack of quorum

5. Director's Report :

PROGRAMMING

- Beginners' Woodworking, No. 5: Raised Pet Bowls, March 16, 23, 30

- Jewelry Making, March 25 and April 1

PUBLIC RELATIONS AND OUTREACH:

- New collaboration with Finger Lakes Institute – Stream monitoring (Flint Creek). Deb and Leah will be trained to teach teens.
- Going to Albany the day before Advocacy Day (February 28th – March 1st) to participate in activities (What to Expect from an OSC Audit AND Increasing Circulation @ Your Library). Carpooling and staying with Lauren.
- NYS Fair – There will be a STEAM exhibit at the 2017 Fair in the Science and Industry building, and I've been invited to participate in the planning process.
- Participating in a panel on makerspaces in Libraries in Albany on March 24th and the NYS Makers Summit
- March 17th – Asked to participate in a Maker Space Gallery Walk for the Canandaigua, Midlakes, and other surrounding school districts.
- Three visitors to the STEAM Lab planned: Dan Schneiderman, Dundee community, Midlakes Elementary teachers.
- Preston Dinner recap

OPERATIONS & BOOKKEEPING:

- Submitted a grant request to Senator Helming to renovate the new Science Lab space (tables, flooring, equipment)
- Worker's Comp Audit on January 31st – passed
- All job descriptions have been re-written
- All annual forms have been presented to and signed by staff
- The 990 is ready; meeting with accountant tomorrow
- HSA eligibility for staff; dependents not allowed to have their own HAS per IRS law

IRONS IN THE FIRE:

- Have submitted 3 proposals for presenting sessions at NYLA – 2 were accepted

6. Standing Committee Reports

Building/Technology: Craig

-No current information to report

Finance/Funding: Dave

-school budget signed copy is forthcoming from Melissa at Clifton Spring Library

-Aleta Williamson's contract for the FLX Maker Fest needs to be signed

-no information received yet regarding the memorial/estate of Judith L. Watson

-Leah presented the Village budget request for the library in the form of a unique "blueprint" document she has created and will present at Village Board meeting

Policy/Personnel: Mary Ellen

-no updates at this time

Public Relations: Carol

-no updates at this time

7. Unfinished Business

-FL Maker Fest to be held at the Greater Canandaigua Civic Center will involve the library and Civic Center sharing 50% each of the costs, volunteers and food trucks to be provided by the Civic Center, anything "on the floor" of the event will be billed to PCML, Aleta Williamson has sent a timeline of activities, there can be up to 50 vendors at event

-Speakeasy update: Deb discussed mailing of 225 donor letters to be completed by 2/24, invitation shown, description of activities for event, board members to make 2nd contact with donors about 2 weeks after the mailing request goes out

8. New Business:

- Vote to approve the 2016 NYS Annual Report - Vote of approval tabled due to lack of quorum

Meeting adjourned at 8:00
Next Meeting: March 20, 2017

MARCH 2017 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes of the March 20, 2017 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling Briana Graham, Craig Logan, Sally Logan, Carol Priebe, Christa Socha, Director: Leah Hamilton.

Other Staff and Public: Debra Dennis

Meeting called to order at 7:01 p.m.

1. Christa made the motion to suspend Article 5, Section I, (president ineligible for re-election) effective January 1, 2017, to allow Briana Graham to serve as President for one (1) additional year, seconded by Craig and approved by the board.
2. **Adoption of Agenda**
3. **Approval of Minutes**, January 16, 2017, approved by Mary Ellen, Dave seconded.
4. **Approve Finances**: Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Sally seconded the motion and the board approved it. Dave reported that the town library funding was received.
5. **Director's Report :**

PROGRAMMING

- Beginners' Woodworking, No. 5: Raised Pet Bowls, Rescheduled in April/May
- FOUR people have offered/volunteered to teach workshops in the past week and a half... from stained glass, woodworking, and coding and programming classes to welding and fiber arts and dyeing.

PUBLIC RELATIONS AND OUTREACH:

- New collaboration with Finger Lakes Institute – Stream monitoring (Flint Creek). Deb and Leah will be trained to teach teens March 25th and April 1st. Investigating a grant to purchase the supplies.
- NYS Fair – There will be a STEAM exhibit at the 2017 Fair in the Science and Industry building, and I've been invited to participate in the planning process – April 2nd.
- Participating in a panel on makerspaces in Libraries in Albany on March 24th and the NYS Makers Summit. Meet and Greet the evening before at the Tech Valley Center of Gravity.
- March 17th – Participated in a Maker Space Gallery Walk for the Canandaigua, Midlakes, and other surrounding school districts. Was asked to do a repeat on April 26th at Midlakes Elementary. Teachers are interested in a pop-up makerspace visiting their classroom.
- Three visitors to the STEAM Lab planned: Dan Schneiderman, Dundee community, Midlakes Elementary teachers.
- St. Michael's School visiting the makerspace on March 31st.

OPERATIONS & BOOKKEEPING:

- Submitted a grant request to Senator Helming to renovate the new Science Lab space (tables, flooring, equipment)
- All annual forms have been presented to and signed by staff
- HSA eligibility for staff; dependents not allowed to have their own HSA per IRS law
- Debra Dennis applied and received a grant for \$500 to attend NYLA Conference

IRONS IN THE FIRE:

- Public Library Administration Certificate program begins in two weeks. Library has been invoiced.
- Request to speak at Friends Council of the Monroe County Library System (process, program development and execution information about the makerspace)

6. Standing Committee Reports**Building/Technology: Craig**

- Mary Ellen made the motion to purchase a new laptop for the director due to the age of the current laptop, seconded by Craig and approved by the board.
- Discussion held regarding possible purchase of a new 3D scanner, 4 options of the Next Engine version shown and compared, several requests from patrons have been made for this type of 3D Scanner, Leah to send out further information to trustees, item to be put on agenda for April

Finance/Funding: Dave

- Dave made the motion to approve the 990 tax return, Christa seconded and the board approved it.
- School budget update was given, request has been sent to Superintendent, Jamie Farr at Midlakes
- Village budget meeting to be held on 3/27, will await word on budget request for library Judith L. Watson estate/memorial –currently awaiting more information

Policy/Personnel: Mary Ellen

- operations, bookkeeping, and reporting policies all need to be updated, committee to meet to work on this
- staff job description rewrites were discussed, Leah will send out more specific changes to trustees

Public Relations: Carol

- Deb and Matt Dennis attended Library Advocacy Day in Albany (2/28-3/1) along with Leah and met with Assemblyman Kolb and Senator Helming whom indicated there will be significant increases in library funding this year
- application for the Catalyst Award given to a distinguished STEM program was presented in completed form and to be sent by March 24, 2017 to Rochester Museum and Science Center for consideration

7. Unfinished Business:

- charter application for name change from Phelps Library to Phelps Library received and approved by the NY State Education Department on March 13, 2017
- discussed legal advice regarding liability waiver for attendees at FLS Maker Fest in July – particularly in regard to flying objects, Dave will further study the issue and report back in April
- documentation for Maker Fest (sponsorship forms, electric, vendor forms, maker/vendor application) must be reviewed before posting on website
- Deb reported on communication with the Clifton Springs Country Club manager in regards to the upcoming Speakeasy Dinner on April 29, all sponsors on list have received letters requesting donations for this year's dinner
- Briana will send a list of trustees and the sponsors they should follow up with per phone call or visit

8. New Business:

- Dave made the motion to adopt the 2016 New York State Annual Report, seconded by Mary Ellen and approved by the board
- discussion related to trustee thoughts on how much community involvement the library director should be involved in to build relationships vs. time spent at the physical library location
- Leah has joined the FL Stem Hub which has greatly expanded our knowledge of STEM to apply to the library
- Leah attended the tax cap documents presentation and provided trustees with information that applies to association libraries
- revisions to the Division of Library Development Minimum Standards (DLD) discussed including minimum standard guidelines that must be adhered to, financial audits, continuing education hours for director, trustee education of 3 hours annually, and 10 hours annually of technology training for staff and volunteers, library charter can be revoked if PULISDO guidelines are not followed as directed

Meeting adjourned at 8:08
Next Meeting: April 17, 2017

APRIL 2017 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes of the April 17, 2017 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Sally Logan, Carol Priebe, Christa Socha, Director: Leah Hamilton

Other Staff and Public: Debra Dennis

Meeting called to order at 7:01 p.m.

1. Adoption of Agenda
2. Approval of Minutes, March 22, 2017, approved by Mary Ellen, Christa seconded.
3. Approve Finances: Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Mary Ellen seconded the motion and the board approved it.

4. Director's Report :

PROGRAMMING

- Raised pet bowls starts tomorrow night, the first of a three week program.
- Chameleon Scarf materials have been received (Innovative Technology Grant). Will be scheduled for May/June. Must be completed by July 1st.
- May 20th: YMCA Healthy Kids Day – requested Phelps Library STEAM Lab to have a booth. Leah will take care of this
- May 20th: Teen Book Festival – Deb out

PUBLIC RELATIONS AND OUTREACH:

- Stream monitoring (Flint Creek) training completed by Deb and Leah. Contacts have been made with homeschooling families and the appropriate Midlakes Science teachers.

- NYS Fair – Secured a 10 x 10 space for NYS libraries; working with NYLA director, Jeremy Johannesen to get the word out.
- NYS Makers Summit was on March 24th; presented with Nick Tanzi of Mastics-Moriches-Shirley Community Library (Suffolk Co. Library System). Phelps mentioned as inspiration in one of the School Library sessions!
- April 26th at Midlakes, 3:30-4:30 – Pop-up Makerspace
- St. Michael's School visited the makerspace on March 31st for a school field trip – excellent! MaKey MaKey, SnapCircuits, microscopes, Littlebits. Ozobots
- Homeschooling families (3) requested felting class; presented on March 30th.
- Tour of STEAM Lab given to another teacher from Midlakes, as they explore the incorporation of STEM and Making in to their curriculum.
- Deb and I set up a table at the MPS Open House event; presented Ozobots
- Visited RIT's Construct makerspace. They gave us free stuff!
- May 9-11th, Storytelling Festival at Midlakes Elementary. Leah will be a judge.

OPERATIONS & BOOKKEEPING:

- Due to recent items that have gone missing and general streamlined/organized look for the library, staff have been asked to clean off top of Circ desk, shelving, and environs of all unnecessary, infrequently used, and personal items by May 15th. This is for the protection of staff and security of library property. Staff will be compensated for time spent organizing. Director also has some organizing to do, so she will hold herself to the same date to have the travelling STEAM items and office cleaned by the 15th!
- Leah will be on vacation (actually leaving the area!) Thursday and Friday, the 20th and 21st.
- Deb Dennis has been awarded a \$500 scholarship to the NYLA conference
- Vicki received a compliment: patron has been to multiple area story hours, and Phelps is her favorite!
- New volunteer from the FL DDSO says he'd rather come here – loves it here at the Phelps Library!
- Ethel Mason Memorial Donation (Any updates on the other memorial?)
- STEM Learning Rubric shared with Library staff; using the rubric to guide our Makerspace and Preschool programs
- Because of flat funding from the Village and Town of Phelps, and taking in consideration the NYS minimum wage increase: Director suggests that it's time for extreme economy for the library budget. It's time to get creative and make do with what we have for now.
- Question for the Board: Barbershop Quartet is asking if they have to purchase tickets for the dinner. What is the Board's decision?
- Money savings on Postal Permit
- Audiobooks, A/V Series, Nonfiction A/V, Adult Fiction, and DVDs have been shifted
- New shelving in Clean Technology area - \$50 at Restore – a clever solution to multiple patron requests for a separate computer station.
- Senator Helming photo

IRONS IN THE FIRE:

- Met with PLS, RRLC, BOCES; they will be organizing speaker events at the FLXMF
- FLXMF Maker/Vendor application is now live on phelpslibrary.org
- Reserved ALL Pioneer Library System Mobile Maker Kits for FLXMF
- May 3rd: *Thank you for applying to the 2017 Finger Lakes STEM Program Recognition Award. I am writing to inform you your application has been accepted and to invite you to attend the 2017 STEM Program Recognition Reception and Dinner. We hope you will be our guest at the event to be recognized for your commitment to quality STEM learning, and to share your STEM program with the community in the form of a stand-up poster or table display.*
Who would like to attend at \$36 pp?

5. Standing Committee Reports

Building/Technology: Craig

-purchase of Scanner, Glowforge, computers, and other large ticket items are cancelled due to flat funding, will be kept in mind for future purchases , possible targeted grant could be written for Glowforge funding

Finance/Funding: Dave

-Village of Phelps has provided the same funding as in 2016

-following discussion, Mary Ellen made the motion to take \$15,000 from investments to cover expenses through June, seconded by Dave and approved by the board , Dave to contact John McCarthy at Spero Financial Services to complete the transaction

-discussion related to another Vacation Get Away , to be continued next month, trustees to bring ideas to discuss

Policy/Personnel: Mary Ellen

-Leah explained revisions to be made to policies and procedures regarding operations, booking and reporting as reviewed and revised by the Personnel Committee. Mary Ellen made the motion to approve financial, personnel and volunteer policies with changes as discussed, seconded by Sally and approved by the Board of Trustees. List of revised, reviewed, and approved policies as follows:

Monthly Financial Reporting Policy

1. Cash Drawer Policy
2. Cash Drawer Procedure
3. Purchasing and Bid Solicitation Policy
4. Payment of Bills Policy
5. Pre-authorization of Certain Bills Policy
6. Expense Reimbursement Form
7. Deposit of Funds Policy
8. Online Banking Policy
9. Fixed Assets Capitalization Policy
10. Fixed Asset Disposal Policy
11. Fixed Asset Disposal Form
12. Document Record Retention Policy
13. Personnel & Compensation Policy
14. Hourly Staff Paid Time Off Policy
15. Determining Compensation Policy
16. 2017 Salary Schedule
17. Conference and Travel Policy
18. Tracking Leave Time Procedure
19. Paid Time Off Request Form (formerly Vacation Request Form)
20. Performance Review Policy
21. List of Documents to be Presented Annually to Staff
22. Volunteer Sign In Sheet
23. Job Description Added to the Manual:
 - Senior Library Technician
 - Library Clerk
 - Library Bookkeeper
 - Children's Programming Specialist
 - Library Custodian

Public Relations: Carol

-library to be honored at an event on May 3 at St. John Fisher college for contribution to STEM programs per the Finger Lakes Stem Hub, press release to be completed by Carol

6. Unfinished Business:

–Trustees have sold 36 tickets to date for the Speakeasy Fundraiser, final ticket count due to country club by April 24

7. New Business

–Mary Ellen reminded trustees of the new standards for trustees and mentioned an upcoming workshop in Binghamton

Meeting adjourned at 8:44 p.m.

Next Meeting: May 15, 2017

MAY 2017 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes of the May 15, 2017 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Sally Logan, Carol Priebe, Christa Socha, Manager: Leah Hamilton

Other Staff and Public:

Meeting called to order at 7:00 p.m.

1. Adoption of Agenda
2. Approval of Minutes, April 17, 2017, approved by Sally, Christa seconded and approved by the board.
3. Approve Finances: Dave explained that \$15,000 was taken out of Ameritrade recently as approved by the board last month. There was a gain in the account of \$3,000. Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Craig seconded the motion and the board approved it.

4. Director's Report:

PROGRAMMING

- May 20th: YMCA Healthy Kids Day. Leah will be there from 1-4pm doing felted light up insects, 1-4pm.
- Summer Reading: 3rd-6th classes full (already scheduled are Habitat for Humanity (LEGO project), Humane Society, Jim Ballerstein and Don Bogart (beekeeping), John Storer; 12-1 on Mondays.
- Compassionate Community Crafters – a new STEM-based program called the Compassionate Community Crafters, will teach hands-on skills and produce items and services that will directly benefit the community. Free for all ages, this program will creatively connect local organizations and individuals in need.
- PreSchool STEM Curriculum
- Cynthia Neale: June 14th at 1:30pm (Check will be waiting for her at Circ desk – Mary Ellen?)
- Crochet Club – Sally over the summer?
- Whisper Tubes

PUBLIC RELATIONS AND OUTREACH:

- Tuesday Club: Donation of \$200 received for Children's Books
- May 24th at 6pm: Storytelling Festival Reception

- FL STEM Hub: Family and Community STEM Innovation Award for Community Programming
- School Board survey for Superintendent search to be placed in Library

OPERATIONS & BOOKKEEPING:

- STEAM Lab Tools & Technologies Borrower Form
- Name change letter

IRONS IN THE FIRE:

- Ogden Farmer's Library STEM Fair in August
- Tickets for the FLX Maker Fest - Liability

5. Standing Committee Reports

Building/Technology: Craig

-no action to report this month

Finance/Funding: Dave

-Dave reported that 56 people attended the recent Speakeasy Fundraiser at the Clifton Springs Country Club in April. Letter of thanks read from the Clifton Springs Country Club for using their venue. Success of Speakeasy Fundraiser discussed as well as possible changes for event next year. A total of \$2,956.64 was made in total from the Speakeasy Fundraiser

-September 16, 2017 set as tentative date for Fall Dinner/Auction Fundraiser, meeting to be held to discuss theme and specifics of this event

-Vacation Getaway fundraiser tabled until next year

Policy/Personnel: Mary Ellen

-Discussion regarding adding one additional paid hour per week for Vicki Emerson to run a Toddler Reading program (Mother Goose on the Loose), Mary Ellen made the motion to extend Vicki Emerson's work time by one hour per the discussion, seconded by Carol

-STEAM LAB Makerspace Tool and Technology Borrower Agreement was presented and changes made regarding wording, Mary Ellen made the motion to approve the agreement with changes, seconded by Dave and approved by the board

-discussed and clarified that full-time employees **only** may receive 7 paid vacation days, part-time staff must use vacation time

Public Relations: Carol

-Leah presented author Cynthia Neale flyer promoting her reading of her new novel at the Phelps Library on June 12, Carol to post information in local news calendars

-Press release regarding the Community Award STEM Education Award given to the Phelps Library by the Finger Lake Stem Hub have been sent to Messenger and FL Times along with photo

6. Unfinished Business:

-Charter with name change of Phelps Library to Phelps Library received from the State Education Department, all trustees shown the charter

-discussed amount of insurance needed for the upcoming FLX Maker Fest event in July, special event insurance as presented by Leah was approved as well as the tickets for the event stating the liability of the event attendee

- Board President Brianna will be in India for a graduate school fellowship during June and July, Mary Ellen, as current Vice-President, will assume President's duties for those months

7. New Business: none

Meeting adjourned at 8:00
Next Meeting: June 19, 2017

JUNE 2017 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes of the June 19, 2017 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Craig Logan, Sally Logan, Carol Priebe, Christa Socha,
Director: Leah Hamilton
Absent: Briana Graham

Meeting called to order at 7:00 p.m.

1. Adoption of Agenda
2. Approval of Minutes: May 15, 2017, Dave made the motion to approve, seconded by Craig and approved by the board.
3. Approve Finances: Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Christa seconded the motion and the board approved it.
4. **Director's Report:**

PROGRAMMING

- Author, Cynthia Neale presentation given on June 14th, 30 attendees
- Summer Reading- Not many firm commitments, but still time for registration. Will place ad next week.
- STEAM Camp for PCC 3rd through 6th graders, July 5th through August 23rd

5. Standing Committee Reports

Building/Technology: Craig

-no current projects

Finance/Funding:

-Village funding received in the amount of 47,500.00

-officers please stop in and sign Community Bank signature card

-received grant award from AT&T in the amount of 500.00 for STEAM programming at library (to be used for supplies for stream monitoring program in August)

-scholarship in the amount of 700.00 awarded to Leah to attend Public Library Association conference in Philadelphia on 3/18/18. Sally made the motion to approve travel expenses in the amount of 500.00 in addition to the scholarship award, seconded by Dave and approved by the board

Policy/Personnel: Mary Ellen

-no current action to report

Public Relations: Carol

- FL STEM HUB press release articles were published in both the Daily Messenger and Finger Lakes Times newspapers
- need press release for upcoming FLX Maker Fest on July 15
- volunteering at the FLX Maker Fest from 9-5 at the Greater Canandaigua Civic Center will be Sally, Christa, Carol and Dave
- posters for FLX Maker Fest to be hung up in various locations

6. **Unfinished Business:** none at this time

7. **New Business:**

-Discussion held related to Phelps Library By-Law Revisions, 1948 Library Charter as presented does not match annual report by-laws, revisions to be made during future meeting to change language of charter to be in compliance, 1978 absolute charter also shown

Meeting adjourned at 7:20

Next Meeting: July 17, 2017

JULY 2017 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes of the July 17, 2017 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Sally Logan, Carol Priebe, Christa Socha, Director: Leah Hamilton Absent: David Benz

Meeting called to order at 7:00 p.m.

1. Adoption of Agenda
2. Approval of Minutes, June 19, 2017, approved by Christa, Craig seconded. Approve Finances:
3. Approval tabled until August meeting due to Dave's absence at today's meeting.

4. DIRECTOR'S REPORT

PROGRAMMING

- Open House for Exploring program on Sept 16th
- Stream Testing scheduled for August 9th
- Upcoming programs include Arduino for Kids on August 19th and Beginner Soldering on Sept 9th
- YMCA Healthy Kids Day; low attendance at our booth
- Contacted by ALA to include photos from our STEAM Lab Makerspace in an upcoming book
- NYS Fair Day for Phelps library is August 23rd
- Summer reading has been a challenge with several groups not showing up
- Ogden Farmer's Library STEM Fest will take place on August 7th. We will be there because they agreed to come to our FLX Maker Fest.

OPERATIONS

- PLS Certification class successfully passed and reimbursement from PLS has been deposited
- \$500 AT&T award has been received
- Shelving from Livonia has been received. Will replace all rusty shelving through Fiction and Non Fiction
- NYS Family Leave Act goes into effect July 1st. involuntary deductions from staff paychecks begin Jan 1, 2018.
- Fine free discussions are happening at PLS. I will attend a meeting to get the overall vibe. PLS willing to send representative to a Board meeting, if interested.

- Tax Exempt/Name Change documents have arrived. Thank you, Mary Ellen! Bank account has been changed, and investments account awaits Bri's return and subsequent signature.

IRONS IN THE FIRE

- RMSC Awards Ceremony will be held Nov 7th

5. Standing Committee Reports

Building/Technology: Craig

-Preston Grant to be submitted for \$26,417, Leah has completed two grant proposals for building repairs and technology items for STEAM Lab

Finance/Funding: Dave

-Signature card for Community Bank to be completed upon Bri's return
 -PLA Certificate reimbursement in the amount of \$300 received due to Leah's successful completion of first semester course
 -\$9000 in NYS Bullet Aid awarded thanks to Senator Helming, funds to be used to repurpose current staff room into new Science Lab
 -Total donations for Flo Britting are currently \$550
 -\$100 donation from Donna Crudele in thanks for wonderful assistance received from library staff!
 -\$100 donation from Midlakes Interact Club (student Rotary group)
 -Waiting to receive \$4000 credit card reimbursement check for Glow Forge printer
 -Leah to meet with GCCC on 7/18 to discuss finances related to recent use of facility for the FLX STEAM Fest

Policy/Personnel: Mary Ellen

-approval granted from board for Leah's attendance at the World Maker Faire in New York City in the Fall

Public Relations: Carol

-Leah made appearance 7/14 on 98.5 to promote FLX Maker Fest
 -FLX Maker Fest recap: Total expenses: \$1776, attended by 237 people, income from food trucks will be forthcoming, may break even or a slight loss, auction of STEAM Lab items raised \$201 at the event
 -Phelps Library to be represented at the NYS Fair on August 23rd in the Science and Industry Building

6. Unfinished Business:

-Leah to meet with Lauren Moore, PLS Director to discuss making Phelps Library By-law revisions

7. New Business:

- Craig made the motion to table the proposed September 15th Fundraiser, Sally seconded the motion and the board approved it
 -Leah read a letter from the CEO of the Siemens organization commending the library for the recently held FLX Maker Fest

Meeting adjourned at 7:38
 Next Meeting: August 21, 2017

AUGUST 2017 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes of the August 21, 2017 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Sally Logan, Carol Priebe, Christa Socha, Manager: Leah Hamilton

Absent: Craig Logan

Meeting called to order at 7:00 p.m.

1. Approval of Minutes, July 17, 2017: approved by Christa, Mary Ellen seconded and the board approved the minutes.
2. Approve Finances: Dave reviewed the current assets and profit/loss for July. Dave made the motion to approve the monthly transactions for July. Carol seconded the motion and the board approved it. Dave will review the June finances and approval will be tabled until the September meeting.

3. Director's Report:

PROGRAMMING

- Open House for Exploring program changed to October 14th
- Stream Testing with the Finger Lakes Institute, August 9th, 9 students from the PCC went to Flint Creek
- Arduino for Kids on August 19th and Beginner Soldering on Sept 9th, classes had to be doubled due to so much interest. Arduino: five in morning session, and 6 in afternoon session
- Will be at NYS Fair Day on August 23rd
- Summer STEAM Camps for PCC – last one this week
- August 31st, Senator Helming will honor our Summer Readers, Winnie C. and Ali K., at the Palmyra Library.
- FLX Maker Fest Auction Items have been distributed

OPERATIONS

- Grant request from Senator Helming due October 4th
- Carpet/Upholstery Cleaner/Vacuum purchased
- Civic Center – still no contact or updates on FLX Maker funds
- Working on NYS Construction Grant
- \$55 Donation from the Ladies Croquet Club
- \$125 in donations for the Annual Appeal
- \$30 in donations from attendee to Cynthia Neale program
- \$413 received in donations for solar eclipse glasses. We had 1,000 pairs to dole out; all but 1 pair given to community and last pair held here for During-Eclipse Walk-ins. Phone was ringing off the hook for additional glasses.
- Preston Grant Funds approved. Request to release funds has been submitted

IRONS IN THE FIRE

- RMSC Awards Ceremony will be held Nov 7th; we will receive an invitation because we were nominated.
- NYLA Award Ceremony?
- Staff will not attend World Maker Faire
- NYLA lodging and conference

4. Standing Committee Reports

Building/Technology: Leah

-Preston Grant funds received with \$7,000 to be used for a science lab and \$15,000 for construction projects, including matching the NYS Construction grant funds as well as back porch repairs

Finance/Funding: Dave

-signature card for bank and investments account were completed by board

-money from cancelled order for GlowForge printer has been received

-Dave and Leah to meet in regards to income from ticket sales, currently held by the Greater Canandaigua Civic Center, from the recent FLX Maker Fest held at the Greater Rochester Civic Center in Canandaigua

-2018 OverDrive agreement explained by Leah, will increase 2% and is based on usage, payment to be made in July

-assurances given for State Aid for Library Construction Program through NYS Construction Grant

-Leah will submit trustee names only for the NYS employer registration for unemployment insurance, withholding and wage reporting for nonprofit organizations

Policy/Personnel: Mary Ellen

-Mary Ellen made the motion to add the word "adult caregiver" to clarify the word "caregiver" in the Library Use of Minors Policy, seconded by Sally and approved by the board

-Sally made the motion to change vacation and sick time verbiage from "five (5) days" to one (1) week," and "ten (10) days" to "two (2) weeks" in the Paid Time Off Policy. Seconded by

_____.

Public Relations: Carol

-no recent activity to report

4. Unfinished Business:

-According to Mary Beth Farr at NYSED, the Phelps Library does not need to change current charter (5 to 25 trustees), by-laws state will 7 trustees and trustees can serve three consecutive 3-year terms

5. New Business:

- Discussed possibility of holding 2018 FLX Maker Faire at the Phelps Community Center in May

6. Meeting adjourned at 7:42 p.m.

Next Meeting: September 18, 2017

SEPTEMBER 2017 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes of the September 18, 2017 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Carol Priebe, Christa Socha,
Director: Leah Hamilton
Absent: Sally Logan

Meeting called to order at 7:00 p.m.

1. **Approval of Minutes**, August 21, 2017: approved by Mary Ellen, Christa seconded and the board approved the minutes.
2. **Approve Finances:** Dave reviewed the current assets and profit/loss for August. Dave made the motion to approve the monthly transactions for August-September. Mary Ellen seconded the motion and the board approved it.
3. **Director's Report:**

PROGRAMMING

- Beginner Soldering to be rescheduled
- Addition to Newsletter: History
- August 23rd NYS Fair Update
- August 31st Summer Reading celebration with Senator Helming update
- October 20th – Hocus Pocus at the Park
- Doppler-on-Wheels (DOW) mobile weather radar at Phelps Library, April 2018

OPERATIONS

- Preston Grant Funds received
- \$90 payment from GCCC received
- \$100 donation from Bridge Club received
- Finger Lakes Gaming and Race Track Charity Application denied
- Flo Britting donations will be used for Compassionate Community Programming
- 20 boxes of books donated – beautiful! – led to revamp of our book sale shelving
- Meeting with Frank Stowell tomorrow for annual insurance review
- Vicki attended the Fall Support Staff Workshop at PLS: Delivering Amazing Library Experiences

IRONS IN THE FIRE

- Getting quote from Hoefler Communications to completely rewire the library (Cat cable is old and slowing down speeds)
- CR 90.2: Minimum Standards for NYS Libraries
- Changes at the Clifton Springs Library
- Registration for ROC the Day opens 10/10/17
- Genesee Valley BOCES asked me to present for the school librarians at their Leroy location 10/10/17.
- Presenting to Monroe County Friends of the Libraries at Fairport Public Library on October 11th, Topic will be The Phelps Library, Innovation, and the STEAM Culture we've developed, called **Creating Citizen Scientists, and Other Ways to Shock and Delight the Community**
- NYLA Conference is November 8-11th; Deb and Leah will be attending
- Participating in the Pittsford Barnes & Noble Mini Maker Faire on Sunday, November 12th

4. Standing Committee Reports

Building/Technology: Craig

-Leah's proposal to the Village of Phelps to extend the library lease for a period of 10 years (lease currently expires 2025) was approved. Village also approved construction projects. Leah to make appropriate amendments to the NY State Construction Grant.

-NY State Construction Grant proposed amendments include adding cat cable and fixing back deck, in addition to initial requests to replace carpeting with vinyl flooring and add an interior wall with a door.

Finance/Funding: Dave

- Dave made the motion to approve the June financial documents, seconded by Carol and approved by the board.
- received \$90 from GCC for the FLX Maker Fest held in July, Dave will contact director-at-large to discuss further monies to be received
- Leah will submit a school tax levy request to Phelps Clifton-Springs district
- Finance and Funding Committee to hold 2018 budget planning meeting
- based on information received in her Public Library Administration training, Leah explained that a separate reserve fund is not needed for an association library 's unspent funds
- Dave indicated he has provided a second signature for three bills
- Leah presented the 2017 fiscal year Profit and Loss Budget vs. Actual expenditures
- Leah explained the library is not required to take monies out of the endowment fund each year

Policy/Personnel: Mary Ellen

- discussion held related to staff paid time off, Leah currently follows the fiscal year, staff follow their anniversary date of hire. Leah proposed all go to the fiscal year schedule. Mary Ellen made the motion to begin using calendar year allotment of paid time off starting on 1/1/18, giving staff the allotted last quarter to finish out the remainder of this year, seconded by Craig and approved by the board
- Leah presented an Internal Staff Vacation Audit; Policy Committee to meet to discuss vacation time before the October monthly meeting of the trustees
- as of 8/14/2017 Kathryn Emerson has resigned her position as Custodian of the library , Christa made the motion to hire Jacob Rupert as Custodian for the library as part of the Wayne County Integrated Employment Services/Finger Lakes Development Disabilities Service Office (FLDDSO), seconded by Craig and approved by the board
- resolution discussed for Family Medical Leave Act (FMLA) beginning on January 1, 2018. Mary Ellen made the motion to accept the resolution, seconded by Craig and approved by board. Cost of the FMLA is up to \$1.63 per week per employee; discussion to provide this as a paid benefit to staff will be discussed at the upcoming Finance and Funding Committee budget meeting

Public Relations: Carol

- no recent activity to report

5. Unfinished Business:

- none reported

6. New Business:

- Leah will send out the 2017 Annual Appeal draft to trustees via email, trustees to vote on this at October meeting

Meeting adjourned at 7:44 p.m.

Next Meeting: October 16, 2017

OCTOBER 2017 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes of the October 16, 2017 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Sally Logan, Carol Priebe, Christa Socha, Director: Leah Hamilton

Meeting called to order at 6:53 p.m.

1. Approval of Minutes, September 18, 2017, approved by Mary Ellen, Craig seconded.
2. Approve Finances: Dave reviewed the current assets and profit/loss. He indicated the school tax levy was received on 10/16/17. The quarterly review statement for investments was received from John McCarthy and shared with trustees. Dave made the motion to approve the monthly transactions. Mary Ellen seconded the motion and the board approved it.

Director's Report:

PROGRAMMING

- Beginner Soldering took place September 30th
- Upcoming: October 20th – Hocus Pocus at the Park
- Upcoming: October 18th and 25th, Wet felting and Needle Felting, 6-8pm
- Upcoming: October 25th, Social Media, 1pm
- New regular program starting November 1st: Tech Help for Seniors! Every Wednesday from 12-1pm.
- Cancelled: Exploring Post at the Phelps Library; cost to join and lack of library staff sufficient to participate in the Boy Scouts program led to decision to cancel the proposed Exploring program. The Phelps Library can provide the same programming for free to the community rather than attendees and the Library having to pay to participate.
- Presented to GV BOCES school librarians as well as Monroe County Friends of the Libraries groups
- Presenting to Red Hats on Friday

OPERATIONS

- Potential corporate sponsors update
- Receiving donations in memory of Shirley Burniski
- Children's Room rug cleaned
- Jacob doing well as Custodian
- Children's Room shelf liner project in process
- Leading Edge Technology Grants submitted: Augmented Reality Sand Box and Oculus Rift/Google Tilt Brush
- Hourly staff have received pro-rated vacation and sick time for the final quarter of 2017, per new procedure of Paid Time Off following fiscal year starting January 1, 2018.

IRONS IN THE FIRE

- Update on quote from Hoefler Communications: not able to bundle into Construction grant, and therefore did not get quote.
- Received quote from movers for flooring. Egad...
- At PLS: Board Presidents Meet Up at 4:30pm, and then Jerry Nichols at 5:30pm on October 26th
- Legislative Breakfast on October 27th
- NYLA Conference is November 8-11th; Deb and Leah will be attending
- Participating in the Pittsford Barnes & Noble Mini Maker Faire on Sunday, November 12th
- Participating in the Rochester Mini Maker Faire on Saturday, November 18th
- Missing Man table scheduled for June 2018
- RMSC Awards ceremony, November 7th
- Invited to participate in BOCES training with science teachers: [Engineering Design and the NYSSLS](#), October 26th (New Arts standards are also being released soon) – FORM to be signed
- Pub Lib Admin Certificate
 - i. Changes to Policy for Public Expression? "During Board deliberation..."
 - ii. New Policy for Access to Library Records?
 - iii. Trustee Orientation packet
 - iv. Add to Meeting Room Policy – section denying access to groups that promote violence
 - v. 3% leftover in undesignated funds
 - vi. Policy addition? Paying out Paid Time Off upon termination?
 - vii. Comments on Policies/Claims Auditor Procedures

3. Standing Committee Reports

Building/Technology: Craig

-2018 NYS Construction Grant has been submitted, proposed use for repair of back deck, community room door and rest of flooring. 2015 NYS Construction Grant must be used by 2018, plans are for funds to go toward flooring in main area and replacing fluorescent light fixtures with LEDs. Leah has ordered the flooring. To be installed December 2017.

-the Village of Phelps lease agreement for the library (retroactive to May 2016) was distributed to trustees and clarified by Dave. A proposed 15 year lease needs to be considered. If the library were to move the lease remains the financial responsibility of the library. The current rent is in line with the consumer price index. Discussion followed, Dave to request updated floor plan of the library from the village. Vote to approve lease will take place at November meeting

Financing/Funding: Dave

-no funds received from GCCC FLX Maker Fest held in July, Dave will submit a letter requesting funds due from Maker Fest, approximately \$1,000

-Dave presented the proposed budget for 2018, trustees discussed budget as presented. Leah will send proposed completed budget to trustees to review and vote on at November meeting

-Leah informed trustees that the previous form filled out for the NYS unemployment tax is null and void because that form is to apply for an ID number, which the library already has.

Reimbursement is expected from both the payroll company for 2Q and 4Q 2016, and from the State for 3Q 2016.

-discussion related to overriding the tax cap, to be voted on at November meeting

-discussed changing the review of finance schedule from a board meeting to board meeting schedule to a typical monthly schedule (days 1-31) in order to have more time to provide financial information to trustees. Craig made the motion to approve passing a resolution to accept the monthly reporting of finances, seconded by Dave and resolution approved by the board

Policy/Personnel: Mary Ellen

-Mary Ellen made the motion to pay the cost of the Family Medical Leave Act as a paid benefit to staff (approximately \$339.04 maximum per year for all staff), seconded by Sally and approved by the board

-discussion held regarding paid time off payout upon termination resignation with or without cause. Dave will write varying policy proposals for the Paid Time Off payout upon termination/resignation for trustees to review at the November meeting

-there is no current policy regarding access to library fiscal and historic records, policy/personnel committee to work on drafting a policy

-Leah and Briana will work on a trustee orientation packet, the current NYS Regents packet for trustees will be sent to each trustee

-a section denying access to groups that promote violence was discussed but will not be added to the Meeting Room Policy

-a general discussion on remaining fund balances in the budget: 3% is an acceptable amount according to discussions held in the Director's Public Library Administration Certification class. This 3% is to be non-cumulative.

- discussed that of as January 2018 the Phelps Library board meeting date and time will be changed to the second Wednesday of the month at 6:30 pm, public to be notified of change via library newsletter, website, social media, and in the Merchandiser
- paid time off audit distributed and explained by Leah; she will speak with those staff affected by recommended changes

Public Relations: Carol

-library to participate in the upcoming Barnes and Noble Mini Maker Faire (Nov 12th) and the Rochester Mini Maker Faire (Nov 18th).

4. Unfinished Business:

–Leah will email the 2017 Annual Appeal draft to trustees

5. New Business: none

Meeting adjourned at 8:24

Next Meeting: November 20, 2017

NOVEMBER 2017 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes of the November 20, 2017 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Sally Logan, Carol Priebe, Christa Socha, Executive Director: Leah Hamilton

Public Participation: Gail Loveland

Meeting called to order at 6:57 p.m.

1. Approval of Minutes, October 16, 2017, approved by Mary Ellen, Craig seconded.
2. Approve Finances: Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Mary Ellen seconded the motion and the board approved it.

DIRECTOR'S REPORT:

PROGRAMMING

- Wet/Needle Felting and Silk Papermaking in Oct/Nov
- Silk Paper Making Friday, December 1st and Tuesday, December 5th
- Needle felting: Saturday, December 9th
- Creative Gift Wrapping: Friday, December 15th
- Nuno-felted Scarves: Wednesday, December 20th
- Hometown Christmas, December 2nd, 6pm

OPERATIONS

- RECEIVED: Leading Edge Technology Grants submitted: Augmented Reality Sand Box (Oculus Rift/Google Tilt Brush not funded). \$3,050. Most items purchased already. Will not set up until after flooring is installed.
- Library will be closed January 2nd-January 20th! Also closed Saturday, December 23rd and December 25th.
- Flooring install scheduled for January 2-20th. Need volunteers!

- Makerspace reorganization, January as well.
- Trained alongside teachers for [Engineering Design and the NYSSLS](#) (Oct 26th)
- Collection Review (Non-Fiction) by PLS's Katherine (241)
- Deb's new computer set up by PLS

PUBLIC RELATIONS AND OUTREACH:

- Legislative Breakfast on October 27th: Brian Kolb in attendance
- NYLA Conference (Nov 8-11th): Leah presented STEAMing Up Your Library Programs and Creating a Warm and Inviting Library. Deb (PLRT Chair) and Leah (MSRT Chair) had numerous other duties at the Conference. Award.
- Pittsford Barnes & Noble Mini Maker Faire (Nov 12th): Relatively low attendance, but high quality interaction
- Rochester Mini Maker Faire (Nov 18th): Record attendance. Highly beneficial.
- RMSC Awards ceremony, November 7th : Postponed

IRONS IN THE FIRE

- Libraries = Education
- @ PLS: Mystery Shopper results

3. Standing Committee Reports

Building/Technology: Craig

-update on 2015 and 2018 NYS Construction Grant Update- Mary Ellen confirmed that the 2018 NYS grant funding was awarded. Sam Bishop, Electrician has installed 4 lights. Can lights for main circulation area and children's room to be completed when new flooring is completed at the end of January

-revised map of library space at the Phelps Community Center shown, discussion held as to length of lease (2035), addendum to lease can always be added in future years. Craig made the motion to accept the lease as presented the Village of Phelps, Dave seconded and the board approved it

Financing/Funding: Dave

-Dave recently sent a "demand" letter to the Greater Canandaigua Civic Center requesting the amount of \$833.0 owed the library following the FLX Maker Fest in July. Dave will now proceed with paperwork for commercial claims court

-Dave made the motion to adopt the presented 2018 library budget as discussed in October, Sally seconded and the board approved it

-Craig made the motion to resolve to exceed the 2018 Tax Cap, Mary Ellen seconded and the board approved it

- Funds in the amount of \$12,000 withdrawn from the investment have been received

- Bullet Aid balance spending was discussed: \$9,000 left will go toward a science lab, leaving \$16,000. Staff sees the need for a new circulation desk to better serve the patrons. Four options for desk designs were presented. Mary Ellen made the motion to purchase a new circulation desk as presented in the amount of \$4,046, Christa seconded and the board approved it

Policy/Personnel: Mary Ellen

-After initial presentation by Leah indicating a move to make libraries more active partners with schools, decision made to table discussion on renaming of library staff job descriptions to December board meeting

-paid time off policy tabled until December board meeting

-access to library fiscal and historic records policy tabled until December board meeting

Public Relations: Carol

- Leah is shown receiving the Moshier/Wynkoop Award for Distinguished Librarianship on the Facebook page of NYLA
- Leah also mentioned in Midlakes Journal (Phelps-Clifton Springs school newsletter) for her collaboration with teachers in developing STEAM activities for elementary students

4. Unfinished Business:

-Craig made the motion to accept the 2016 Annual Report to the Community, Dave seconded and the board approved it

5. New Business:

- Mary Ellen made the motion to accept the resignation of Carol Priebe as a trustee member, effective December 31, 2017, seconded by Christa and approved by the board
- discussion held regarding mission statement of library, at this time the statement may be too long and should be shortened to 5-6 words, to be voted on at December meeting

Meeting adjourned at 7:55 pm

Next Meeting: December 18, 2017

DECEMBER 2017 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes of the December 18, 2017 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Sally Logan, Carol Priebe, Christa Socha Director/STEAM Educator: Leah Hamilton Absent: David Benz

Meeting called to order at 7:03 p.m.

1. Approval of Minutes, November 20, 2017, approved by Mary Ellen, Christa seconded and approved by the board.
2. Approve Finances: Dave previously reviewed the current assets and profit/loss and signed off on the financial documents for November. Carol made the motion to approve the monthly transactions, Craig seconded the motion and the board approved it.

Director/ STEAM Educator's Report:**PROGRAMMING**

- Felted Flowers... PACKED! 16 attendees
- Nuno-felted Scarves: Wednesday, December 20th : Full with a waiting list
- Hometown Christmas, December 2nd, Letters to Santa and an art project
- STEAM Programming planned through JUNE!
 - i. February: Berry Baskets (Tues, February 13th & 20th, 6-8pm)
 - ii. March: Coiled Fabric Baskets (Weds, March 14th, 21st, 28th, 6-8pm)
 - iii. April: Linocuts/Stamping on Cloth (Tuesdays, April 10th, 17th, 24th, 6-8pm)
 - iv. May: Fabric Dyeing [Ice dye, Shibori, Sun dye] (Thursdays, May 10th, 17th, 24th, 6-8pm)
 - v. June: Garden Ornaments (Wednesdays, June 6th, 13th, 20th, 6-8pm)

OPERATIONS

- New Director's computer ordered and received. Thank you for the last minute approval!
- New Job Titles?
 - i. Executive Director and STEAM Educator
 - ii. Data and Information Technology Specialist
 - iii. Children's Curriculum Coordinator
 - iv. Library Research Specialist
- Letters to be delivered with wage increases as of December 31st
- New customer service desk will be delivered January 16th

PUBLIC RELATIONS AND OUTREACH:

- FLX Maker Fest: Doppler on Wheels confirmed; Puppetry Guild of Upstate New York interested.
- Robotics Club at Midlakes; asked to teach class at Midlakes on LEGO Robotics, January 3rd
- Thursday, January 18th: Meeting with Brian Kolb

IRONS IN THE FIRE

- Grant request received from Senator Helming's office
- Change in news: Phelps WAS chosen for the Kids Read Free program. Must discuss the path forward and what happens at the end of 2018
- Working with Lauren to develop Alternative Career Pathways cohort, sanctioned by Pioneer Library System
- Asked to speak at the Mid York Library System on Makerspaces in June 2018
- Asked to speak at the Syracuse University STEM Days in July 2018

3. Standing Committee Reports

Building/Technology: Craig

- NY State Construction Grant/Preston Foundation work to begin in library 1/2nd- 1/20th, Dave to ask Boy Scouts to help with moving books
- director's computer purchased and received

Financing/Funding: Dave

- check received and deposited from GCC& FLX Maker Fest
- following discussion and Leah's recommendation, Mary Ellen made the motion to reimburse the FMLA deductions for staff through addition of that amount in each staff member's HSA account, seconded by Christa and approved by the board
- Diane has applied for a NY State sales tax ticket to cover tax on library book sales (book sale shelf), to be filed quarterly effective January 1, 2018
- Leah has filed the Tax Cap Override to OSC
- ROC the day proceeds received in the amount of \$40.
- \$500 donation check received for library's participation in the Phelps BDTC Haunted House
- following discussion Mary Ellen made the motion to continue the established HSA benefits and increase to Leah's health insurance, seconded by Sally and approved by the board

Policy/Personnel: Mary Ellen

- Mary Ellen made the motion to temporarily suspend the current 5 DVD limit to increase to patrons borrowing 10 DVD's during the library closure for construction 1/2nd to 1/20th, seconded by Craig and approved by the board
- Mary Ellen made the motion to approve the renaming of Library Staff Positions per Leah's recommendation, seconded by Craig and approved by the board as follows:
- Leah: Executive Director and STEAM Educator
- Deb Dennis: Information Technology Specialist

Vicki Emerson: Children's Curriculum Coordinator

Diane Goodman: Library Research Specialist, and Bookkeeper

-discussion on paid time off policy clause for determining payout upon termination tabled until January board meeting following the meeting of the Policy/Personnel committee

-discussion on access to library fiscal and historic records policy tabled until January board meeting

-Policy/Personnel Committee to meet to discuss Director's annual contract and annual review of policy manual

Public Relations: Carol

-nothing to report this month

4. Unfinished Business:

-2017 Annual Appeal sent out with 21 donors responding with a total of \$1,525 dollars received, 50% of donors contributing over \$50.

5. New Business:

-Kevin Kelley possibly interested in vacant board position beginning on 1/2/18

- discussed Net Neutrality article sent to trustees by Leah

-reviewed list of items needed for January's Annual Meeting, summaries of committees to be reported; develop new committee members list for 2018

Meeting adjourned at 7:57 p.m.

Next Meeting: **WEDNESDAY**, January 10 at **6:30**