

Meeting Minutes for January 9, 2019 Annual Meeting

Phelps Library Board of Trustees

Called to Order: 6:46pm

Roll Call: David Benz, Mary Ellen Darling, Craig Logan, Sally Logan, Kevin Kelley, Chris Lawson, Director Leah Hamilton

Other staff & public - Deb Dennis, Matt Brown

Public Participation: None

Adoption of agenda Motion: Chris Second: Craig All: Approved

1. Approval of Minutes, January 10, 2018 Motion: Mary Ellen Second: Chris All: Approved

2. President's Report

New contract signed with Leah for 2019

New staff or staff transitioned to new roles

Fundraising - Annual Appeal; Social Event - Puzzle Room Dinner
need new ideas for fundraisers

Hosted Finger Lakes Maker Fest here at PCC

Created STEM scholarship for local school district this year.

3. Director's Report - see director's annual report attached

4. Standing Committee Reports

- **Building/Technology:** Kevin
- **Finance/Funding:** Craig
- **Policy/Personnel:** Briana (Mary Ellen)
- **Public Relations:** Mary Ellen

5. Election of Trustees:

- Election to Trustee Terms

a. Sally called for the board to accept Briana Graham's resignation, dated 15DEC18

Motion: Mary Ellen Second: Craig All: Approved

b. Sally called for the election of Matt Brown, to fill a seat vacated by Briana Graham, ending in January 2020, (first 3 year term would begin in January 2020)

Motion: Sally Second: Mary Ellen All: Approved

c. Sally called for the election of Sally Logan, to second 3 yr term, ending in January 2022

Motion: Mary Ellen Second: Dave All: Approved

d. Sally called for the election of Craig Logan, having filled a vacant seat, to first 3 yr term, ending in January 2022

Motion: Mary Ellen Second: Chris All: Approved

- Nomination and Election of Officers

Dave nominated as president for 2019. Mary Ellen nominated as vice-president for 2019. Sally Logan nominated as secretary for 2019. Craig nominated as treasurer for 2019. Sally made the motion to approve the slate of officers as nominated and the board approved it.

- 2019 Committee Assignments

Building/Technology: Kevin -chairperson, Craig, Chris

Finance/Funding: Craig - chairperson, Matt, Chris

Policy/Personnel: Sally - chairperson, Matt, Mary Ellen

Public Relations: Mary Ellen - chairperson, Chris, Matt

- 2019 Claims Auditor Schedule - see attached schedule

6. Items for Annual Board Review and Approval

- | | |
|---|--|
| 1. Salary Schedule, to be presented by Library Director | 8. By-Laws Review |
| 2. Health Insurance Benefit Summary | 9. Conflict of Interest Policy Disclosures signed by all |
| 3. Insurance Review | 10. Whistleblower Policy Disclosures signed by all |
| 4. Bank Depository Review | 11. Sexual Harassment Policy Disclosures |
| 5. Claims Auditor Responsibilities Review and Preparation of 2019 Schedule | 12. Policies Review and Vote <small>Motion: Sally
Second: Dave All: Approved</small> |
| 6. Signatories Review | 13. Approve Depreciation Schedule |
| 7. Authorized Pre-Payments Vote <small>Motion: Mary Ellen
Second: Craig All: Approved</small> | |

Motion to Adjourn Annual Meeting

Motion: Mary Ellen Second: Craig All: Approved.

Adjourned: 7:40 pm

Meeting Minutes for January 9, 2019 Monthly Meeting

Phelps Library Board of Trustees

Call to Order: 7:41 pm

Roll Call: David Benz, Mary Ellen Darling, Craig Logan, Sally Logan, Kevin Kelley, Chris Lawson, Matt Brown, Director Leah Hamilton

Other staff & public - Deb Dennis

Public Participation: None

Adoption of agenda Motion: Mary Ellen Second: Chris All: Approved

1. Approval of Minutes, November 14, 2018 Motion: Chris Second: Craig All: Approved

2. Approve Finances Motion: Craig Second: Dave All: Approved for month of December
Motion: Craig Second: Sally All: Approved for month of January

3. Director's Report see 2 month report attached

Request to have all staff receive Child Safety training.

Motion: Mary Ellen Second: Dave All: Approved

4. Standing Committee Reports

- Building/Technology:

- Ceiling tiles for the Children's Room have been purchased; need paint & installation

- Finance/Funding:

- Investment withdrawal update
- Tax Cap Override has been filed with the OSC
- Annual Appeal update (delivered Saturday, Dec 8th)
- Savings Account for Grants & Contributions
- Koch check
- Drop Your Drawers campaign
- Annual Auction totals
- 2018 Bullet Aid received
- Kids Read Free - discussion of all print materials fine free - Leah will present financial numbers at next meeting.

- Policy/Personnel:

- VOTE: Paid Time Off Policy

Motion: Chris Second: Dave All: Approved

- 2019 Director Contract and Annual Evaluation

Contract has been signed.

Evaluation will be finalized by Mary Ellen followed by meeting w

- Public Relations:

- Phelps Library Commercial #2 and Social Media – Thank you gift for Mitchell Priebe - Barnes & Noble Gift Card or RIT Tiger Bucks.
- Press Release for Village of Phelps playground grant

- FLX Creator Fair – Leah and Deb will participate

5. Unfinished Business:

- Strategic Plan expires end of 2019 – update

6. New Business:

- Minimum Standards updates

Next meeting: February 13, 2018

Adjourned: 8:55 pm

Meeting Minutes for February 13, 2019 Monthly Meeting

Phelps Library Board of Trustees

Roll Call:

David Benz, Mary Ellen Darling, Craig Logan, Sally Logan, Kevin Kelley, Chris Lawson, Matt Brown, Director Leah Hamilton

Other staff & public

Public Participation: None

Call to Order: 6:45 pm

Adoption of agenda Motion: Sally Second: Mary Ellen All approved

1. Approval of Minutes, January 9, 2019

Motion: Mary Ellen Second: Matt All approved

2. Approve Finances

Motion: Craig Second: Dave All approved

3. Director's Report (See attached)

4. Standing Committee Reports

- **Building/Technology:** Glass Door will be installed between community room & main library (Construction Grant) Re-wiring also through the grant. Ceiling tiles for children's room have been purchases. Looking for contractor for back deck.

- **Finance/Funding:** 990 is prepared and ready to go;

School Tax Proposition is prepared

Annual Appeal: \$3,605 (about \$2,000 under usual amount)

VOTE: STEM Scholarship for 2019 Graduate - \$1,000

Motion: Mary Ellen Second: Craig All approved

- **Policy/Personnel:** Met with Leah to review her annual evaluation.

All staff have completed the NYS Sexual Harassment Training. We are in compliance.

- **Public Relations:** Committee met since last meeting. Many options and opportunities were discussed. Theme: get our library name out. Ideas: collaborate with local gathering spot to sponsor an event that lets younger adults know about what the library has available to the community; committee help with writing press releases; more contact with news outlets and community calendars; specific discussion about WXXI, Channel 13 to come to library to show STEAM lab.

5. Unfinished Business:

6. New Business:

Vote on Annual Report at March Meeting.

Adjourned: 7:45 pm

Next meeting: March 13, 2018

Meeting Minutes for March 13, 2019 Monthly Meeting

Phelps Library Board of Trustees

Roll Call: Mary Ellen Darling, Craig Logan, Sally Logan, Kevin Kelley, Director Leah Hamilton

ABSENT: David Benz, Chris Lawson, Matt Brown

Public Participation: None

Meeting Called to Order: 6:45 pm

Adoption of agenda

Motioned: Mary Ellen Seconded: Sally All agreed

1. Approval of Minutes, January 9, 2018

Motioned: Craig Seconded: Kevin All agreed

2. Approve Finances

Motioned: Craig Seconded: Mary Ellen All agreed

3. Director's Report - see separate report

4. Standing Committee Reports

- Building/Technology:

- Looking into new contractor for back deck
- Glass door ordered (3-6 weeks to install date)

- Finance/Funding:

- Town of Phelps Funding received \$30,000
- Village of Phelps Budget presentation
- 990 in progress

- Policy/Personnel:

- Fine Free Policy needed - to be voted on at April Board Meeting

- Public Relations:

- Fine Free Press Release - to be put out to local newspapers on March 14, 2019

5. Unfinished Business:

6. New Business:

- VOTE: To accept Craig and Sally Logan's resignation as of May 8, 2019

Motioned: Mary Ellen Seconded: Kevin All agreed

- Discussion: Trustee Terms to change from 3 Three year terms to 2 Five year terms to match our charter

- VOTE to approve changes in Trustee Term end dates will occur at April Board Meeting; also VOTE to change the bylaws at the April Meeting

- VOTE: To accept the NYS Annual Report as presented

Motioned: Sally Seconded: Craig All agreed

Next meeting: April 10, 2019

Meeting Adjourned: 7:42 pm

Minutes for April 10, 2019 Monthly Meeting

Phelps Library Board of Trustees

Roll Call:

David Benz, Mary Ellen Darling, Craig Logan, Sally Logan, Kevin Kelley, Matt Brown,

Director Leah Hamilton Absent: Chris Lawson

Other staff & public: John B. McCarthy - Financial Services

Public Participation: None

Adoption of agenda

Motion: Mary Ellen Second: Kevin All: agreed

1. Approval of Minutes, March 13, 2019

Motion: Craig Second: Kevin All: agreed

2. Approve Finances

Motion: Craig Second: Mary Ellen All: agreed

3. Director's Report see separate report

4. Standing Committee Reports

- Building/Technology:

- Back Deck Update - vote was tabled because of expense of first quote (\$10,000).

Board recommended asking for an itemized quote and also getting a second quote.

- Glass door installed

- ceiling tiles up

- Long term building plan(s)

- Finance/Funding:

VOTE: To accept the 990 as presented

Motion: Sally Second: Craig All: agreed

- Policy/Personnel:

- DISCUSSION and/or VOTE: Fine Free Policy

Motion: Mary Ellen Second: Matt All: agreed

- Public Relations:

- Fine Free Press Release and related article

- Rock Star Librarian

- FLX Maker Fest

5. Unfinished Business:

6. New Business:

- New board members discussion

Next meeting: May 8, 2019

Meeting adjourned: 8:01 pm

Minutes for May 8, 2019 Monthly Meeting

Phelps Library Board of Trustees

Roll Call:

David Benz, Mary Ellen Darling, Craig Logan, Sally Logan, Kevin Kelley, Chris Lawson

Absent: Matt Brown

Director Leah Hamilton

Public Participation: Lee Coryell

Adoption of agenda

with addition under New Business to elect a new Treasurer and Secretary

Motion: Sally Second: Mary Ellen All: agreed

1. Approval of Minutes, April 10, 2019

Motion: Kevin Second: Mary Ellen All: agreed

2. Approve Finances

Motion: Craig Second: Dave All: agreed

3. Director's Report see separate report

4. Standing Committee Reports

- Building/Technology:

- Back Deck Update - still waiting on Itemized quote from sole proprietor/looking for another sole proprietor/deck must be completed by May 2020

- Long term building plan(s) - meeting scheduled

- Finance/Funding:

-FLXMF Sponsorship by LISK

-Phelps Library STEAM Scholarship, 2019 and 2020 - Members agreed to continue with the scholarship for 2020. Proposal to use silent Auction money toward the scholarship.

VOTE: Motion: Mary Ellen Second: Dave All: agreed

- This year's Scholarship winner was chosen by blind vote of Board Members
- FLXMF auction and donation totals
- School Budget Vote is May 21st.

- Policy/Personnel:

- Cyber Security and Insurance Policy - Tabled for one month

- Public Relations:

- FLX Maker Fest reception and event - attendance was up from last year. 550 people attended. Makers area was full.

5. Unfinished Business:

6. New Business:

- Added to agenda - Elect new Treasurer and Secretary
 - Matt Brown - elected to Secretary position Motion: Mary Ellen Second: Craig
 - All agreed
 - Chris Lawson - elected to Treasure position Motion: Mary Ellen Second: Dave
 - All Agreed
- New Board Member Election
 - Lee Coryell was elected to the Board of Trustees Motion: Mary Ellen
 - Second: Craig All agreed

Next meeting: June 12, 2019

Meeting adjourned: 7:50 pm

Minutes for June 12, 2019 Monthly Meeting Phelps Library Board of Trustees

Roll Call: David Benz, Mary Ellen Darling, Chris Lawson, Lee Coryell, Matt Brown, Director Leah Hamilton

Absent: Kevin Kelley

Public Participation/Staff: Deb Dennis

1. Adoption of Agenda:

Motion: Chris Second: Mary Ellen All: Agreed

2. Approval of Minutes, May 8, 2019:

Motion: Mary Ellen Second: Lee All: Agreed

3. Approval of Finances:

Motion: Chris Second: Mary Ellen All: Agreed

3. Director's Report, See Separate Report (Attached)

4. Standing Committee Reports:

- A. **Building/Technology:** No updates on back deck. Leah proposes Geneva Glass put a glass door between the staff offices and clean STEAM area. Leah had meeting with Village, Preston Foundation, and PCC. Board approves to pursue quotes and draw plans.

B. **Finance/Funding:**

- School Budget Voted Passed (357-108).
- Village funding is coming very soon - \$162,920.00.

C. **Policy/Personnel:** Cyber Security Policy - No Updates.

Director Search status: 4 Candidates at this point. We are accepting through 21st of June. Paid job searches for Indeed and LinkedIn, stopped Glassdoor. Mary Ellen asked if we are considering other web engines. Indeed has been incredible, very effective. Glassdoor was not.

D. **Public Relations:** Finger Lakes Times Interview.

We have been contacted by Finger Lakes Times. Reporter sent Leah a lot of questions to answer, regarding the outgoing Director (Leah). Matt suggests to bring up DC trip

5. Unfinished Business: Nothing

6. New Business: Nothing

Meeting Adjourned: 7:45pm

Next Meeting: July 10, 2019

Meeting Minutes Submitted by Matt Brown, Secretary

Minutes for July 10, 2019 Monthly Meeting Phelps Library Board of Trustees

Roll Call: Mary Ellen Darling, Lee Coryell, Matt Brown, Kevin Kelley, David Benz (via phone),
Director Leah Hamilton

Absent: Chris Lawson

Public Participation: None

Adoption of Agenda:

Motion: Lee Second: Kevin All: Agreed

1. Approval of Minutes, June 10, 2019:

Motion: Mary Ellen Second: Lee All: Agreed

2. Approval of Finances:

Motion: Lee Second: Matt All: Agreed

3. Director's Report, See Separate Report (Attached)

4. Standing Committee Reports

A. Building/Technology :

- i. Deb is reorganizing the steam lab. We have acquired new tech and tools, we need new shelving. Funding for this will come out of existing grant funds.
- ii. Purchased PhotoShop Creative Suite. Leah is training Deb for this. New copy of Quickbooks was purchased.
- iii. Mary Ellen made the general suggestion of looking at committees and who is on them.

B. Finance/Funding

- i. Preston Foundation is not funding Deb's position anymore (STEAM Coordinator & IT Specialist), she is now in the budget.

C. Policy/Personnel:

- i. No Smoking Policy update. Leah called Tobacco Coalition of Finger Lakes. Will post signs at front door, back door, and back door to new addition.
- ii. Motion to approve Smoking Policy:

Motion: Lee Second: Kevin All: Agreed
- iii. Meeting Room Policy: Nothing necessarily wrong with policy, but taking another look at it. Looking at changing language to make it more inclusive. Leah suggests that Policy/Personnel committee get together to discuss the language of this policy.
- iv. Status of Director Search: Motion for recommendation of Mr. Daniel Bish for Director of the Phelps Library, from Hiring Committee. Salary \$43,000 w/benefits.

Motion: Lee Second: Matt All: Agreed

D. Public Relations:

- i. Finger Lakes Times article on Leah for her departure.

5. **Unfinished Business:** Nothing
6. **New Business:** Nothing

Meeting Adjourned: 7:14pm

Next Meeting: August 14, 2019

Meeting Minutes Submitted by Matt Brown, Secretary



PHELPS LIBRARY

8 BANTA STREET, SUITE 200, PHELPS, NY 14532

(315) 548-3120 ♦ WWW.PHELPSLIBRARY.ORG

PHELPS LIBRARY BOARD OF TRUSTEES AUGUST 2019 MONTHLY MEETING MINUTES

Present: David Benz, Mary Ellen Darling, Lee Coryell, Chris Lawson, Kevin Kelley, Current Director, Dan Bish, Former Director, Leah Hamilton.

Other Staff and Public: Deb Dennis

Absent: Matt Brown

Meeting called to order at 6:42 pm

1. **Adoption of Agenda:** motioned by Mary Ellen, seconded by Lee, unanimously approved by the board.
2. **Approval of Minutes,** July 10, 2019, approved by Lee, seconded by Chris, unanimously approved by the board.
3. **Approve Finances:** Not yet reviewed and therefore tabled until September meeting.
4. **Directors Reports.** Submitted to Board.
5. **Standing Committee Reports**

Building/Technology:

- Two new cabinets for STEAM Lab has been ordered
- Old kiln has been given to East Palmyra Christian School
- Two new glass doors ordered from Geneva Glass (for main door and staff offices) as an amendment to the 2018 NYS Construction grant (replacement for back deck repair).
- Electrical work completed by Bishop Electric
- Back deck upgrade will be tabled for future NYS Construction grant
- Water heater in the STEAM Lab replaced by the Village following multi-level leak
- Book drop update

Finance/Funding:

- VOTE: Leah Hamilton's PTO payout as follows: 10 days for pay period September 1st -14th and 16 days to be paid as lump sum for pay period September 15th-28th so that all checks will clear by October 9th. Mary Ellen made a motion to approve. Lee seconded. Board approved unanimously.

Policy/Personnel:

- DISCUSSION: Meeting Room Policy (see current policy below and example of Avon's policy attached in email). To be discussed in a Policy/Personnel meeting and brought to the Board in September.
- Applications are still being accepted for the Children's Curriculum Specialist
- Director Dan Bish made a recommendation to hire Jenny Abbott for the position of Bookkeeper following the interview of two applicants. Mary

Ellen made a motion to approve. Chris seconded. Board approved unanimously.

Public Relations

- Mary Ellen will submit newspaper announcements to FL Times and Messenger Post for Dan Bish as new Director. The Public Relations Committee will try to submit one article per month to each newspaper.

6. There was no Unfinished Business.

7. New Business:

- VOTE: To elect Leah Hamilton to the Board of Trustees as of October 9th, 2019. Mary Ellen made a motion to approve. Lee seconded. Board approved unanimously.
- VOTE: To grant Trustee Matt Brown a leave of Absence beginning immediately through December 2019. Lee made a motion to approve. Mary Ellen seconded. Board approved unanimously.

Meeting Adjourned at 7:30pm

Next Meeting: September 11, 2019 at 6:45pm



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Minutes for the September 11, 2019 Monthly Meeting

Phelps Library Board of Trustees

Roll Call:

Present: David Benz, Lee Coryell, Mary Ellen Darling, Kevin Kelley, Chris Lawson, Director Daniel Bish

Absent: Matt Brown (on approved leave of absence)

Other staff & public: Leah Hamilton, Deb Dennis

Meeting called to order at 6:45pm

Adoption of agenda: Motion made by Mary Ellen Darling, seconded by Chris Lawson. Unanimously approved.

1. Approval of Minutes, August 14, 2019. Motion to accept made by Chris Lawson, seconded by Lee Coryell. Unanimously approved.

2. Approve Finances: Motion to accept both July and August Financials as presented made by Chris Lawson, seconded by Dave Benz. Unanimously approved.

3. Director's Report

4. Standing Committee Reports

- Building/Technology:

- New shelving in STEAM Lab has arrived; one damaged and has been reordered
- STEAM Lab / Staff room reorganization
- 3 bay sink was donated by Tony Delisandro, valued at \$400. Must invest in \$40 faucet and reroute plumbing. Looking for most convenient and least invasive way to do it.
- Network has been extended into Staff room, allowing for new workstation. Will be used to process books. Installed at no charge by PLS.
- Chromebox will be ordered for touchscreen (Workforce Grant), \$310
- Book drop update; plan to have graphics ready by mid-October
- Brown leather chairs to be deaccessioned and donated to the Village of Phelps

- Finance/Funding:

- Have reached out to Suzanne Macaulay to begin preparing annual Levy
- Insurance Policy renewal; increase of \$40.05 to premium; Cyber Suite offered. PLS is looking to get a system-wide policy at a reduced price

- Policy/Personnel:

- DISCUSSION/VOTE: Meeting Room Policy. Must be educational window into what they do. Tabled until next month.

- DISCUSSION: TI-83 Plus Graphing Calculator User Agreement; PR to be sent to all papers. All math teachers notified. All three calculators are in circulation. Two to be used in house.

- Jenny Abbott has assumed duties as Bookkeeper.

- Status of Children's Curriculum Specialist search: After several interviews with two very strong candidates. Vote to accept Director's Recommendation motioned by Kevin Kelley, Seconded by Mary Ellen Darling. Unanimously approved. Jenny will start in 1-2 weeks

- Public Relations:

- Great Give Back, October 19, 2019. To bring community together, Library will collect donations for Phelps Food Cupboard. PR meeting to be scheduled.

5. There was no Unfinished Business.

6. New Business:

- Strategic plan expires at the end of this year: Plan to renew and rewrite in 2020.

- RMSC Grant Collaboration. Motion to pursue made by Mary Ellen Darling, seconded by Lee Coryell. Unanimously approved.

Meeting adjourned at 7:52pm

Next meeting: October 9, 2019

Respectfully submitted,
Leah Hamilton



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Minutes for the October 9, 2019 Monthly Meeting

Phelps Library Board of Trustees

Roll Call:

Present: David Benz, Lee Coryell, Mary Ellen Darling, Kevin Kelley, Leah Hamilton, Director Daniel Bish

Absent: Chris Lawson, Matt Brown (on approved leave of absence)

Other staff & public:

Meeting called to order at 6:45pm

There was no Public Participation.

Adoption of agenda: Motion to adopt made by Mary Ellen Darling, seconded by Lee Coryell. Unanimously approved.

1. Approval of Minutes, September 11, 2019: Motion to approve made by Lee Coryell, seconded by Dave Benz. Unanimously approved.

2. Approve Finances. Motion to approve made by Kevin Kelley, seconded by Mary Ellen Darling. Unanimously approved.

3. Director's Report

4. Standing Committee Reports

- Building/Technology:

- New cabinet shelving in STEAM Lab has arrived, this saga is now over
- Prepared and submitted report for expenditure of Phillips-Medsize grant; several new additions planned to the STEAM Lab. Board voted to approve the following expenses: CNC Router and Kiln. Motion to approve made by Leah Hamilton, seconded by Mary Ellen Darling. Unanimously approved.

- Finance/Funding:

- Sent letter to District requesting collected levy
- Requested remaining budgeted funds of \$17,000 from Ameritrade
- Committee meeting for 2020 budget – before next Brd. Mtg.
- DISCUSSION: Override tax cap

- Policy/Personnel:

- VOTE: Meeting Room Policy. Motion to approve made by Lee Coryell, seconded by Leah Hamilton. Unanimously approved.

- VOTE: TI-83 Plus Graphing Calculator User Agreement. Motion to approve made by Leah Hamilton, seconded by Lee Coryell. Unanimously approved.

- Jenny Abbott has assumed duties as Children's Programming Specialist

- Public Relations:

- Great Give Back, October 19, 2019: Tom Cheney of the Phelps Food Cupboard has submitted a list of most needed items. Event will be advertised this week.

- PLS Annual Meeting is October 16th. Let Dan know if you wish to attend.

5. There was no Unfinished Business.

6. New Business:

- Annual Appeal coming soon. Director will send an email of the proposed Annual Appeal for approval later in October. Target date to send to residents is Thanksgiving.

- DISCUSSION: To alter the evening of the Board meeting as stated in the By-Laws. The Board discussed changing the evening of Wednesday to another day. Monday proposed. Board will vote next month.

Meeting adjourned at 7:14pm

Next meeting: November 13, 2019 at 6:45pm

Respectfully submitted,
Leah Hamilton