



PHELPS LIBRARY
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JANUARY 2018 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Phelps Library Board of Trustees

Minutes of the January 10, 2018 Annual Meeting

Present: Roll Call: David Benz, Briana Graham via Skype, Sally Logan, Craig Logan, Christa Socha, Mary Ellen Darling, Director/STEAM Educator: Leah Hamilton.

Other Staff and Public: Kevin Kelley

Meeting called to order at 6:40 pm

1. Approval of Minutes , January 16, 2017, approved by Craig, David seconded and approved by the board.
2. President's Report
 - Finger Lakes Maker's Fest
 - Leah furthering her education
3. Director's Report
 - New Mission Statement - Educate, Collaborate, Cultivate, Grow
4. Standing Committee Reports
 - Building/Technology: Craig
 - Finance/Funding: Dave
 - Policy/Personal: Mary Ellen
 - Public Relations: Carol
4. Election of Trustees

Sally called for the election of Kevin Kelley to a first 3 yr. Term ending in January 2021. Board elected 5 to 0. Sally called for the election of Christa Socha to first altered term, ending in January 2020. Board elected 5 to 0. Sally called for the election of Mary Ellen Darling and David Benz to their 3rd, 3 year terms. Boarded elected both 5 to 0.

Nomination and Election of Officers

Mary Ellen nominated Dave as President for 2018. Dave nominated Mary Ellen as Vice President for 2018. Christa nominated Sally as secretary for 2018. Mary Ellen nominated Craig as treasurer. Sally made the motion to approve the slate of officers as nominated and the board approved it.

2018 Committee Assignments

Building and Technology - Kevin (chair) Craig

Finance and Funding - Craig (chair) Christa

Policy and Personnel - Briana (chair) Sally, Kevin

Public Relations - Christa (chair) Mary Ellen, Briana

6. Items reviewed and Approved by the Board

1. Salary Schedule presented by Library Director
2. Health Insurance Benefit Summary
3. Insurance Review - premium reduced \$343.00
4. Bank Depository Review
5. Claims Auditor Responsibilities Review and preparation of 2018 schedule
6. Signatories review
7. Authorized Pre-Payments Vote
 - Dave made motion to pre approve expense plan. Craig seconded.
 - Craig made a motion to authorize online bill pay. Mary Ellen seconded.
8. By-laws review
9. Conflict of Interest disclosures signed by all trustees
10. Whistleblower Disclosures signed by all trustees
11. Policy Review and Vote
 - Christa made a motion to adopt the 2018 Policy Manual as it currently exists. Mary Ellen seconded.
12. Approve Depreciation Schedule
 - Mary Ellen made a motion to approve. Christa seconded.

Annual Meeting adjourned by Dave at 7:25 January 10, 2018

Phelps Library Board of Trustees
Minutes of the January 10, 2018 Monthly meeting

Present: Roll Call: David Benz, Briana Graham via Skype, Sally Logan, Craig Logan, Christa Socha, Mary Ellen Darling, Kevin Kelley Director/STEAM Educator: Leah Hamilton.

Meeting called to order at 7:25 p.m.

1. Adoption of Agenda - motioned by Sally, seconded by Mary Ellen, approved by the board.
2. Approval of Minutes for December 18, 2017 motioned by Dave, seconded by Sally, approved by the board.
3. Approve Finances: Dave previously reviewed the current assets and profit/loss and signed off on the financial documents for December. Dave made the motion to approve of the monthly transactions, Craig seconded and the board approved.
4. Director's Report -
5. Standing Committee Reports
 - Building/Technology:
 - Library Renovation Update - Flooring is being completed after an additional flooring expense . New furniture has arrived. On schedule to reopen on January 22nd.
 - Disposal of extraneous fixed assets. Craig suggested donating the old metal shelving to ReStore. Dave suggested asking if Community Theater is interested in circulation desk.
 - Finance/Funding:
 - Annual Appeal Update - 82 donors with total collected \$51 25.00
 - Building Aid Request - Senator Helming for Network CAT cable
 - Policy/Personnel:

- Discussion: “Kids Read Free” - should past fines be forgiven? Dave made a motion for past fines to remain in place. Mary Ellen seconded. Board approved.
 - Mary Ellen reminded trustees that director’s evaluations are due by January 22nd.
 - Meeting will be scheduled before next monthly board meeting to address the following:
 1. Paid time off policy (addition of clause determining payout upon termination/resignation of staff.)
 2. Access to Library Fiscal and Historic Records Policy
 3. Annual review of policy manual
 - Director’s Annual Contract has been signed and approved.
- Public Relations
- Mystery Dinner - Possible last Saturday in April (28th)
 - FLX Maker Fest - April 14

Meeting Adjourned at 7:59

Next Meeting: February 14, 2018 6:30 p.m.

FEBRUARY 2018 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes for February 14, 2018 Monthly Meeting
Phelps Library Board of Trustees

Present - Roll Call:

David Benz, Mary Ellen Darling, Kevin Kelley, Craig Logan, Sally Logan, Christa Socha,
Executive Director Leah Hamilton

Public Participation: None

Meeting called to order at 6:43

Adoption of agenda moved to accept as presented Christa, Mary Anne second. All approved.

1. Approval of Minutes, January 10, 2018 Motion: Mary Ellen, Second: Dave. All approved.

2. Approve Finances - tabled for additional review and clarification as stated by Dave

3. Director’s Report

- Alternative Career Pathways and Workforce Development Project - curriculum manufacturing for 8-12 years, March 23rd

wants both boys and girls - holding spaces for girls. STEAM lab monthly. Working also with YMCA and will teach curriculum there once a month as well

-saratoga springs STEM Hub “Workforce 2025” Statewide Conference

Leah advocated for more library involvement on the round table

- Pioneer Library System - Libraries are education task force, representative from every county
- Cub scouts pinewood derby cars
- Berry baskets (March)
- Starting PR trend "Today I Learned ____at the Library." (child holding sign) Policy
- Employee Handbook created
- insurance will cover all but \$500 of all \$12,000 of shelving!!!
- new shelving arrived 16 of 24 units damaged. New ones to ship on February 27th.
- New Grant(capacity building) to Preston Foundation for "Education and Outreach" specialist.
- Village Budget Request submitted
- Deadline 1/31 for NYS Bullet Aide - Requested Lego Mindstorms EV3's, Raspberry Pi, Fees
- School District Funding request submitted
- NYS Annual Report submitted - will be voted on in March
- NYS construction grant must be done by June 2018 - electrical must be done!
- FAME Finger Lakes Advanced Manufacturing, minimum dues \$95.00
- Canandaigua Chamber of Commerce Mixer
- Finger Lakes Makers Fest invitations to makers have gone out
- Midlakes 4-6th graders presentation of Lego Robotics.
- Library Advocacy Day in Albany
- March 13 Presentation to Wayne Finger Lakes BOCES

4. Standing Committee Reports

- Building/Technology:
 - Library Renovation update covered in Leah's report
 - Shelving update (Insurance) covered in Leah's report
- Finance/Funding:
 - Annual Appeal Update - currently \$2000 less than this time last year, do not anticipate meeting goal.
 - Bullet Aid Request – Senator Helming
 - Preston Foundation Grant Request
 - Village Budget Request
 - Signatories (Review and signatures) for Bank and Investments
- Policy/Personnel:
 - Paid Time Off Policy (addition of clause determining payout upon termination /resignation of staff) Committee approved and voted to recommend to the board. Board vote: Motion to approve - Mary Anne; Second - Craig. Board approved.
 - Access to Library Fiscal and Historic Records Policy - Leah will ask for guidance from Jerry Nichols. Vote at future meeting.
 - During the interim of Brianna's absence, Mary Ellen will remain on the committee. Committee needs to determine who the chair will be.
 - Director's Annual Review. Leah shared her self evaluation with all Board Members. Mary Ellen shared board evaluation comments. Leah appreciates the fact that Board members are aware of what's happening in our library.
 - Preston Grant Request for New Employee Position. Vote to create this position. Motioned by Christa; Second by Dave
 - Employee Handbook - Motioned: Mary Ellen Second: Dave Board Approved

- Public Relations:

- Mystery Dinner

Christa and Mary Ellen concerned about the scheduling of an event within 2 weeks of Maker Fest. Do we really need a fundraising event Last year we grossed \$5704. Christa will look into possible dates at the Country Club for September or October. Possible band and harvest or speakeasy theme. Craig raised the idea of a Golf Tournament fundraiser.

- FLX Maker Fest

Options - Pre-sale tickets and available at the door OR donations

The goal is awareness not fundraising. Board agreed with donations!!

5. Unfinished Business:

6. New Business:

Meeting Adjourned: 8:03 p.m. Next meeting: March 14, 2018

MARCH 2018 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Board Minutes March 14, 2018 Monthly Meeting
Phelps Library Board of Trustees

Roll Call:

PRESENT: David Benz, Mary Ellen Darling, Kevin Kelley, Christa Socha, Director Leah Hamilton

ABSENT: Briana Graham, Craig Logan, Sally Logan

Adoption of agenda

1. Approval of Minutes, February 14, 2018 – Christa moved to approve, Dave seconded the motion, the board approved the minutes.

2. Approve Finances- Dave has reviewed the finances, we tabled the approval for the April meeting

3. Director's Report – see attached for Leah's report.

4. Standing Committee Reports

- Building/Technology:

- Library Renovation update – waiting on the rest of shelving to replace damaged pieces
- 3D Scanner - – motion made by Mary Ellen and seconded by Christa to approve the purchase of the scanner. The board passed the motion.

- Finance/Funding:

- Annual Appeal Update – Leah shared
- Construction Grant updates shared
- Village of Phelps Budget Presentation – in process

- Policy/Personnel:

- Access to Library Fiscal and Historic Records Policy

- Update to Education and Outreach Coordinator position – position will be posted on NYLINE, through the Pioneer Library System, and the Finger Lakes Times

- Public Relations:

- FLX Maker Fest – Event Planning

5. Unfinished Business:

6. New Business:

- DISCUSSION: Updates to By-Laws – Leah will resend them out to board – we need to discuss term limits and board absences at our next meeting.

- NYS Annual Report – presented at the April meeting

Next meeting: April 11, 2018

Submitted by Mary Ellen Darling, acting Secretary

DIRECTOR'S REPORT, MARCH 14, 2018 - LEAH HAMILTON

CLASSES AND EVENTS

A. STEM Explorers! Workforce Development, Nick Hargarther, and Siemens -The workshop is full~

B. Berry Baskets in March – Sue Vose

C. Today I Learned _____ at the Phelps Library! Follow up

OPERATIONS

A. Shelving update – more on the way to replace the broken parts.

B. Electrical update – continuing to update lighting

C. Grant funds

D. Preston Foundation grant request funded – Leah will advertise for the new position.

E. Village Budget Presentation, 5MAR18

F. NYS Annual Report – Leah will share with board next month

G. Insurance for February – shared with board

PUBLIC RELATIONS AND OUTREACH:

A. FAME has been joined!

B. Explorers program reimbursement

C. BOCES presentation, March 13th to the School Library System

IRONS IN THE FIRE

A. PLA Conference, March 19th – 24th (update on hotel, travel, etc.)

B. ARSL Conference 2018! September 14-16th. Permission to go? – Dave moved to approve Leah attending the conference, Christa seconded the motion, the board approved the motion.

After the School Bell Rings: Libraries are Education!

Libraries, no matter how small, provide critical informal education to our communities and are integral to effecting growth within our communities. Education does not have to end when the school bell rings! Through hands-on, applicable examples, explore how one small library advocates for and provides education to the workforce of our future through innovation, informal classes, and collaboration with schools and industry leaders. Learn how small and rural libraries can transform their community and create opportunities to assume more formal roles as educators with little to no monetary or staff resources.

All participants will take home step-by-step guidelines and ideas for community collaboration with schools, organizations, and industry leaders, vocabulary to use to convey

an educational message, and hands-on examples of classes for all ages that anyone can teach, applicable to any setting, regardless of size, funding, training or experience.

- C. IDEA: What if the Phelps Library offers a STEM Scholarship to a senior boy and girl? Donations from FLX Maker Fest? Dave moved to approve the scholarship, Mary Ellen seconded the motion and the board approved the scholarship at \$250 for 2 students.
- D. THOUGHT: Community Washer/Dryer? Community Shower? Suggestions included having a basket with hygiene products available.
- E. 3D Scanner
- F. Discussion on remaining Science Lab Funds

APRIL 2018 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes for April 11, 2018 Monthly Meeting

Phelps Library Board of Trustees Meeting

called to order at 6:37 pm Roll Call:

Present: David Benz, Mary Ellen Darling, Kevin Kelley, Sally Logan, Director Leah Hamilton

Absent: Craig Logan, Brianna Graham

Public Participation: Christopher Lawson

Adoption of agenda

Mary Ellen motioned to accept the Agenda, Sally seconded, all in favor

1. Approval of Minutes, March 14, 2018

Sally motioned to approve, Dave seconded, all in favor.

2. Approve Finances

Tabled to next meeting

3. Director's Report

(see attached at the end of minutes)

4. Standing Committee Reports

- Building/Technology:

- UPDATE: Library Renovation

Last shipment of shelving arrived. Everything was fined and all is up and installed.

A few jobs need to still be completed.

- UPDATE: 3D Scanner

Ordered as agreed last meeting. Backordered until May. Sent a demo model for the FLX Maker Fest. Will send updated model in May and send back demo model.

- Rubbish and Recycling

What to do with books that are damaged or moldy? Called disposal companies *\$29.00 a month.* Will be using the PCC dumpster at a charge of \$20 a month.

- APPROVAL REQUEST: 5 new laptops (4 for patron use, 1 for new staff use) Mary Ellen made a motion to approve 5 new laptops, seconded by Kevin, all in favor.

- DISCUSSION: 2019 NYS Construction Grant?

Leah suggested a windowed wall between hallway and STEAM lab. Leah can submit proposal and then get approval of PCC.

- Finance/Funding:

- UPDATE: Annual Appeal

Almost \$6000.00. 104 donors. Several major donors did not donate this year. However, 30% higher in new donors.

- UPDATE: Village of Phelps Funding

Funding received for 2 year period.

- DISCUSSION: Phelps Library STEM Scholarship

For 1 student at total of \$1000.00 who is pursuing a career in a STEM field.

Mary Ellen moved to approve this scholarship; seconded by Dave; all in favor.

- Policy/Personnel:

- Access to Library Fiscal and Historic Records Policy

Tabled until policy is established. Need to look into how other libraries handle these requests.

- DISCUSSION and VOTE: Proposed candidate for the Education and Outreach Specialist position - interviewed 2 people. Matt Brown stands out. Part-time position (20 hours). Efforts are being made to locate a 2nd part-time position in the local library system. Matt asked for fewer hours in order to keep his current job as well as an increase in wage. Leah recommends offering Matt the job at \$13.75 an hour for 18 hours a week. Mary Ellen made a motion to offer position to Matt; seconded by Kevin; all in favor.

- Public Relations:

- FLX Maker Fest - see Director's Report

- September dinner ideas and CS Country Club Contract

- Leah presented an idea - a purchasable mystery activity using clues to solve as a table group. CS Country Club Contract for September 29th. Leah will sign the contract to reserve the date.

5. Unfinished Business:

- Updates to By-Laws

(insert language of changes after received by Leah.)

Vote is tabled until next meeting due to needing $\frac{2}{3}$ of members to vote.

- VOTE: NYS Annual Report

Sally motioned to accept the NYS Annual Report, Mary Ellen seconded, all in favor.

6. New Business:

- VOTE: To adopt the 990 as presented

Mary Ellen motioned to adopt; Kevin seconded, all in favor.

- VOTE: To accept the resignation of Trustee, Christa Socha, as of 10APR18

Dave motioned to accept; Mary Ellen seconded, all in favor.

- DISCUSSION: Adjustment of Committees

Adjustments tabled until next meeting. Meeting

adjourned at 7:55 pm

Next meeting: May 9, 2018

MAY 2018 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes for May 9, 2018 Monthly Meeting Phelps Library Board of Trustees

Roll Call: Mary Ellen Darling, Briana Graham, Kevin Kelley, Craig Logan, Sally Logan,
Director Leah Hamilton Absent: David Benz

Other staff & public Public Participation: Chris Lawson

Meeting Convened: 6:37 pm

Adoption of agenda

Motioned: Brianna Seconded: Craig All: approved

1. VOTE: Proposed Trustee, Chris Lawson, as of 9MAY18, to complete the term formerly held by Christa Socha, ending in January 2020, to be renewed for a first 5 year term in January 2020

Chris gave an introduction about himself. Passionate about science advocacy.

Motioned: Sally Seconded: Kevin and Brianna All: approved

2. Approval of Minutes, April 11, 2018

Motioned: Mary Ellen Seconded: Craig All: approved

3. Approve Finances

Motioned: Craig Seconded: Brianna All: approved

4. Director's Report (see separate report)

5. Standing Committee Reports

- Building/Technology:

- Purchased 4 laptops (instead of 5)

3 public computers, 1 for Matt Brown

- PLS Network/Computer Updates

Network and wireless fixes have been completed for public computers. Staff computers will be addressed soon.

- Finance/Funding:

- access to Library Fiscal and Historic Records Policy (still looking)
- UPDATE: Phelps Library STEM Scholarship / 2nd signature on check
- Policy/Personnel:
 - DISCUSSION and VOTE: Harassment-Free Work Environment Policy & Procedure / Disclosure

Motioned: Briana Seconded: Craig All: Approved

- Public Relations:
 - FLX Maker Fest 2019 May 4th
 - September 29, 2018 Annual Dinner

5. Unfinished Business: none

6. New Business:

- DISCUSSION: Adjustment of Committees

Building & Technology: Kevin Kelley (chair) Chris Lawson, Craig Logan

Finance and Funding: Craig Logan (chair) Chris Lawson

Policy and Personnel: Briana Graham (chair) Mary Ellen Darling, Kevin Kelley
Public Relations: Mary Ellen Darling (chair) Sally Logan, Briana Graham
Adjourned at: 7:50

Next meeting: June 13, 2018 6:45 pm

JUNE 2018 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes of the Phelps Library Board of Trustees June 13, 2018
Meeting began at 6:42 PM

Roll Call:

Dave Benz, Mary Ellen Darling, Briana Graham, Kevin Kelley, Chris Lawson, Craig Logan and Director Leah Hamilton; Sally Logan, absent

No other public or staff participation

1. Adoption of Agenda: Motion to accept by M.E. Darling, Second by C. Lawson, unanimous vote

2. Approval of Finances: Motion to accept by C. Logan, Second by M.E. Darling, unanimous vote

3. Director's Report (see separate report)

4 Standing Committee reports:

Building/ Technology: Discussion to purchase a new computer or upgrade one currently in use.

Motion to purchase a new computer made by M.E. Darling, by C. Logan, unanimous vote.

Finance/ Funding:

Discussion concerning the Funding Letter to the Town of Phelps

Discussion of finalizing the NYS Construction Grant

Results of the 2018 School Tax Levy: request passed at 373 for, 123 against. NYS "Bullet Aid" acquired by Senator Pam Helming amounted to \$6700. Funding received from the Village of Phelps on June 13, 2018.

Policy / Personnel:

Discussed theft of Scholarship money

Discussed change in Custodial staff

5. No unfinished business

6. No new business

Next meeting: July 11, 2018 at 6:45

Submitted by acting secretary, Kevin Kelley

JULY 2018 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Meeting Minutes for July 11, 2018 Monthly Meeting

Phelps Library Board of Trustees

Roll Call:

David Benz, Mary Ellen Darling, Briana Graham (call in), Kevin Kelley, Sally Logan, Chris Lawson, Director

Leah Hamilton

Absent: Craig Logan

Meeting Called to order at 6:47

Adoption of agenda Motion: Mary Ellen Second: Kevin

1. Approval of Minutes: June 13, 2018 Motion: Chris Second: Sally
 2. Approve Finances
Tabled until next month - paperwork not signed by treasurer
 4. Director's Report
See separate report
 4. Standing Committee Reports
 - Building/Technology:
 - New Gaming Computer purchased; saved money!
 - Kiln donated – must run 220 electrical
 - Original 3D scanner has arrived
 - Finance/Funding:
 - Final Report for 2015 NYS Construction Grant filed
 - Judith Watson Family Fundraiser - raised \$2400 so far - fundraiser is still in process
 - Quilter's Consortium Donation - \$100 donated
 - 2019 NYS Construction Grant – Not moving forward
 - Policy/Personnel:
 - New Hire Custodial Staff: Erik
 - Public Relations:
 - September 29th Annual Dinner at Clifton Springs Country Club
 - Meeting on July 23rd at 5:30 to start planning
 - Send scholarship announcement to FLT/Messenger
 5. Unfinished Business:
 6. New Business:
 - applied for innovation reward from NYLA
 - NYS Board of Regents Library Council - Leah is applying
- Meeting Adjourned at 7:25
Next meeting: August 8, 2018

AUGUST 2018 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Meeting Minutes for August 8, 2018 Monthly Meeting Phelps Library Board of Trustees

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

Meeting Convened at 6:46 pm.

Adoption of amended agenda: Motion: Kevin; Second: Chris; All approved

1. Approval of Minutes, July 11, 2018 Motion: Chris; Second: Kevin; All approved
2. Approve Finances Motion: Craig Second: Kevin; All approved

3. Director's Report: see separate report

4. Standing Committee Reports

- Building/Technology:

- Issue with printers - investigating

- Finance/Funding:

- Final Report for 2015 NYS Construction Grant rejected, updated, refiled

- Overdrive Commitment (for access to ebooks) Board recommends paying the base amount. We will pay in full in July of 2019.

-Policy/Personnel:

- Accept resignation of Matt Brown Motion: Mary Ellen; Second: Craig; All approved

- Services Policy: Discrepancy between printing (\$0.10) and copying (\$0.20) charges – it's the same machine, so should it not be the same price? Leah proposes lowering copying charge to \$.10. After discussion board recommends tabling decision until Leah researches our costs vs. income.

- Custodial Staff: on our 3rd worker from DDSO

Entered EXECUTIVE SESSION: Motion: Mary Ellen; Second: Dave; All approved

End of Executive Session: Motion: MaryEllen Second: Craig All Approved

– Committee and Director recommendations

- Public Relations:

- STEAM Scholarship forthcoming...

- Annual dinner updates

- Phelps Library video (Mitchell Priebe)

5. Unfinished Business:

6. New Business:

Meeting adjourned: 7:43 pm

Next meeting: September 12, 2018

SEPTEMBER 2018 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes for September 12, 2018 Monthly Meeting
Phelps Library Board of Trustees

Present: David Benz, Briana Graham, Kevin Kelley, Chris Lawson, Craig Logan, Sally Logan, Deb
Dennis.

Not Present: Director Leah Hamilton, Mary Ellen Darling

Meeting called to order at 6:46 p.m.

Motion to adopt the meeting agenda by Chris Lawson; seconded by Briana Graham; all agreed

1. Approval of Minutes for August 8, 2018

Motion: Briana Second: Chris All agreed

2. Approval of Finances

Motion: Craig Second: Sally All agreed

3. Director's Report - see separate document

4. Standing Committee Reports

- Building/Technology:

- new printer here - dedicated staff printer

-Oculus Rift/Tilt Brush Virtual Reality head will be debuted at Boy Scout lock in on
November 10 & 11 - this will be used in conjunction with scheduled programs

only.

- Finance/Funding:

- Final Report for 2015 NYS Construction Grant accepted; final check received

- 90% funding for 2018 NYS Construction Grant has been received. Flooring is complete.
Interior door between Community Room and Non-fiction remains to be
done. Dates of construction to be continued.

- Time to withdraw remaining 2018 funds from the Investment - \$11,000 as per budget.
However, the budget assumed a \$2,000 increase from the Town, which was not received.

VOTE: Craig made a motion to increase the investment withdrawal to
\$13,000. Motion seconded by Briana. All agreed.

- Policy/Personnel:

- VOTE: Upon the recommendation of the Personnel Committee, to hire
Alexandra Dennis for the position of Library Customer Service Specialist
Sally made a motion to hire Ms. Dennis. Seconded by Craig. All agreed.

- Copying vs. Printing: All pages are now 20 cents each. 30 cents for double sided.
50 cents for color.

- Deb Dennis has assumed full duties as STEAM Coordinator

-VOTE: To amend the PTO Policy to include a clause on forfeit of sick time following The resignation/termination of employees still in their probationary period. Additional amendments discussed included the following; “employees are not entitled to monetary compensation of unused vacation time upon resignation/termination”; and “A maximum of 2 weeks sick leave may be accumulated by employees”. Briana motioned to approve amendments above; Seconded by Craig; All agreed.

- Public Relations

- Annual Dinner: Posters and Tickets distributed to all Board Members.

Country Club has been confirmed. Sponsorships are down and Donations are down.

5. No unfinished Business

6. New Business:

- Strategic Plan expires in 2019. New committee needed to start planning next one.
Volunteers: Briana Graham.

Next Meeting: October 10, 2018 6:45

p.m. Meeting Adjourned: 7:24p.m.

OCTOBER 2018 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes for October 10, 2018 Monthly Meeting

Phelps Library Board of Trustees at 6:45

Roll Call:

Attending: David Benz, Mary Ellen Darling, Briana Graham, Kevin Kelley, Chris Lawson, Director Leah Hamilton

Absent: Craig Logan, Sally Logan

Other staff and public: None

Public Participation: None

Adoption of agenda – two additions – PLS policies, discussion of sexual harassment policy – motion made by Briana, seconded by Chris, and approved by board.

1. Approval of Minutes, September 12, 2018 -Motion made by Briana, seconded by Kevin, board approved minutes.

2. Approve Finances – Motion made by Mary Ellen, seconded by Briana, board approved finance report

4. Director's Report

4. Standing Committee Reports

- Building/Technology:

- Outside book drop replacement -will be done along with the PCC box. Motion made by Briana, seconded by Dave to replace the book drop. Board approved the motion.

- Finance/Funding:

- Has investment fund withdrawal been requested?- Leah checked with our financial advisor and we can wait til December to withdraw the funds.

- 2018 Budget planning time/Proposed separation of grant and operating budgets: must have Finance Committee Mtg prior to next Board mtg. Craig and Leah will set up a meeting. We will leave all grants out of our budget to indicate a "real" budget.

- RMSC grant - 2018
- Koch grant – 2019 -15-20K – unrestricted funds
- School Tax Levy request letter --will be asking for \$81,460
- DISCUSSION: Override the Tax Cap? – will vote at November meeting
- Policy/Personnel:
 - Pest Prevention and Remediation Policy needed (part of Disaster Plan?)
 - Sexual Harassment Policy –

Both policies discussed – will vote on these at November meeting.

- Public Relations:
 - Annual Dinner recap and update -still gathering info –
 - We will offer basket raffles – at the library – drawings to be held beginning of December.

5. Unfinished Business:

- Strategic Plan expires in 2019 – committee meeting needed – Briana, Leah, Dave and Chris volunteered to serve on the committee

6. New Business:

- Annual Appeal coming soon -around Thanksgiving –
- Leah will offer a 15-minute presentation at our November meeting.

Meeting ended at 7:45.

Next meeting: Wednesday, November 14, 2018 at 6:45pm

Submitted by Mary Ellen Darling

NOVEMBER 2018 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes for November 14, 2018 Monthly Meeting
Phelps Library Board of Trustees

Present: David Benz, Mary Ellen Darling, Briana Graham, Kevin Kelley, Chris Lawson, Craig Logan, Sally Logan, Director
Leah Hamilton

Meeting called to order at 6:43 p.m.

Motion to adopt the meeting agenda with amendments (see amendments under Finance/Funding) by Briana Graham;
seconded by Craig Logan; all agreed

1. Approval of Minutes for October 10, 2018
Motion: Briana Second: Craig All agreed
2. Approval of Finances
Motion: Craig Second: Mary Ellen All agreed

3. Director's Report - see separate document

4. Standing Committee Reports

- Building/Technology:

- outside book drop replacement update

- Finance/Funding:

- Investment withdrawal update

- RMSC grant update - see Leah's report

-Town Funding Update - town increased funding from \$25,000 to \$30,000

- Vote on the 2019 proposed budget

Motion: Dave Second: Sally All agreed

stressed that the board needs to be more proactive with fundraising.

-Vote to Override the Tax Cap

"I, Briana Graham, make a motion to resolve to exceed the 2019 Tax Cap" Motion seconded by Craig and Kevin; all agreed.

-AMENDMENTS - the following items were added to the agenda and discussed

School Tax Levy

Adult Literacy and WFD grant update

- Policy/Personnel:

- Vote to approve the paid time off policy was tabled

- Vote to join the Employee Assistance Program through PLS at \$100/year.

Motion: Briana Second: Craig All agreed

-Vote to approve new policy on Sexual Harassment and Training

Motion: Briana Second: Chris All agreed

-Vote to approve a proposed salary increase of 7% and 2019 benefits

Motion: Briana Second: Dave All agreed

-2019 Director Contract and Annual Evaluation - How is Leah meeting the Library's missions?

- Public Relations

- Annual appeal was approved for submission

-Members viewed Phelps Library Commercials

5. No unfinished Business

-Strategic Plan expires in 2019 - committee to be convened

6. New Business:

- New Trustee Manual

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Next Meeting: December 12,

2018 6:45 p.m. Meeting

Adjourned: 7:40p.m.

DECEMBER 2018 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

