

## **January 13, 2020 Annual Meeting**

### **Phelps Library Board of Trustees**

#### **Roll Call:**

David Benz, Matthew Brown, Lee Coryell, Leah Hamilton, Kevin Kelley, Chris lawson,  
Director Daniel Bish

**Public Participation:** None

#### **1. Approval of Minutes, January 9, 2019**

#### **2. President's Report**

Mary Ellen Darling resigned in December 2019, Leah Hamilton will also be resigning.

- Hurting for Board members, we are looking for more. We are here because we believe in the mission of the library. A guaranteed quorum is needed for the future. Leah suggested to stay on until she finds a replacement. Leah is going to think about this.
- Investments have done well this past year (2019). Total gain \$66,790 dollars, 18.6 percent increase.
- Minimum Wage Laws will increase salary budget. We need to look at fundraising opportunities to help replenish these funds. Looking for opportunities to be more fiscally responsible.

#### **3. Director's Report**

Dan has been diving in these past four months and trying to transition as smoothly as possible. Has great support from staff, PLS, etc. The beginning of his tenure, a new bookkeeper had to be hired. This opportunity helped Dan to fully understand what the position entails. PLS orientation and training is continuing. Clean Tech Lab was renovated, with the help from the staff. Believes STEAM Lab has limitless potential. Roughly around 40K for grant funds, down a little from 2018. Will be pursuing more aggressively this year (2020).

#### **4. Standing Committee Reports:**

##### **- Building/Technology:** Kevin

Looking for a contractor to work on deck and stairway. Kiln was brought to East Palmyra Christian School. Amendment for construction grant for main door. Shelving units were damaged. New book drop was in by October. New glass door was installed in November.

##### **- Finance/Funding:** Chris

Overall the year was good. Central campaign didn't do so well. Need to do some work for fundraising. Local government support, community was behind us \$163,960 split

between Town and Village of Phelps. Positive of \$29,624 currently.

**- Policy/Personnel:**

No committee Chairperson. Went over several things that went on this past year (2019).

**- Public Relations:**

Mary Ellen was Chairperson. Will need to re-fill position

**5. Election of Trustees:**

**- Election to Trustee Terms**

a. Matt Brown, having filled a vacant seat, to first 3 year term, ending in January 2023 b.  
Lee Coryell, having filled a vacant seat, to first 3 yr term, ending in January 2023 c.  
Leah Hamilton, having filled a vacant seat, to first 3 yr term, ending in January 2023 d.  
Chris Lawson, having filled a vacant seat, to first 3 yr term, ending in January 2023

All candidates are up for re-election.

***Lee motion; Leah second; All in favor.***

**Nomination and Election of Officers**

**6 Votes for each; 2020 Board of Trustees**

**Vote to override, Article 5. Section 1.**

Secretary, Matt Brown

Treasurer, Chris Lawson

Vice President, Lee Coryell

President, Dave Benz

**- 2020 Committee Assignments**

Building & Technology,

Lee Coryell

Chris Lawson

Finance & Funding, Chair Chris Lawson

Kevin Kelley

Policy & Personnel, Chair Lee Coryell

Matt Brown

Chris Lawson

Public Relations, Chair Matt Brown

Chris Lawson  
Leah Hamilton

**- 2020 Claims Auditor Schedule 6. Items for Annual Board Review and Approval**

Jan - Leah  
Feb - Leah  
March - Dave  
April - Dave  
May - Dave  
June - Matt  
July - Kevin  
August - Kevin  
Sept: Lee  
Oct: Lee  
Nov: Matt  
Dec: Chris

*1. Salary Schedule, to be presented by Library  
Director 2. Health Insurance Benefit Summary  
Vote to Adopt 2020 Proposed pay rate,  
**Leah, motion; Lee, second; All in favor***

*3. Insurance Review 4. Bank Depository Review 5. Claims Auditor Responsibilities Review and  
Preparation of 2019 Schedule 6. Signatories Review 7.*

*Authorized Pre-Payments Vote:  
Authorize pre-payments on \$1,000.00.  
**Vote for Lee, motion; Chris, second; All in favor.***

*8. By-Laws Review  
Only change is day of meetings going forward.*

*9. Conflict of Interest Policy Disclosures to be  
signed by all*

*10. Whistleblower Policy Disclosures to be signed  
by all 11. Sexual Harassment Policy Disclosures*

*12. Policies Review and Vote  
**All policies voted on, Dave motion; Leah, second; All in favor.***

*13. Approve Depreciation Schedule  
**Dave motion; Matt second; All in favor.***

**Motion to Adjourn Annual Meeting**  
**Leah, motion; Chris, second**

## **January 13, 2020 Monthly Meeting**

### **Phelps Library Board of Trustees**

#### **Roll Call:**

David Benz, Matthew Brown, Lee Coryell, Leah Hamilton, Kevin Kelley, Chris lawson,  
Director Daniel Bish

**Public Participation:** Deb Dennis

#### **Adoption of agenda**

**1. Approval of Minutes**, December 11, 2019

*Chris motion, Lee second. All in favor.*

**2. Approve Finances**

*Chris motion, Leah second. All in favor.*

**3. Director's Report (see attached)**

#### **4. Standing Committee Reports - Building/Technology:**

- Electrical work has been completed in Community Room and STEAM Lab; lights have been installed and outlet has been placed for sink pump/water heater
- New shelves have been installed in clean STEAM area; this has allowed us to use old shelving to create the "Library of Things", which allows patrons to check out tools or household objects

##### **Finance/Funding:**

- Tax cap override submitted Annual Appeal  
dst month Funding request sent to Village, also requested to give a presentation next meeting

##### **Policy/Personnel:**

- Need new trustees, encourage people to consider joining.

##### **Public Relations:**

- Invited to Romulus Central School District's Makerspace Night on April 22nd - - -  
Library Advocacy Day is February 25; will provide more information as it becomes available for anyone interested

#### **5. Unfinished Business:**

- NYS minimum standards: Board Training requirements beginning 2020.

**6. New Business:**  
**No New Business**

**Conclude meeting at 7:44pm**  
***Dave motion; Leah second; All in favor.***

**Next meeting: Monday, February 8, 2020 - 6:30pm**