

**Minutes of the Four County Library System Board Meeting**  
**November 18,, 2016 2:00 p.m.**  
**Four County Library System**  
**Vestal, NY**

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**Trustees Present:**   **Jan Orzel**  
                              **Wendy Caldiero**  
                              **Debra Crampton**  
                              **Marilyn Kochersperger**  
                              **Robert Gouldin**

**Excused:**               **Carrie Fishner**  
                              **Sandy Sheradin**

**Absent:**

**Others Present:**     **Steven J. Bachman, Executive Director**  
                              **Sherry Gorman, Administrative Assistant**  
                              **Eve Randall, Finance Officer**

J. Orzel called the meeting to order at 2:00 p.m.

**Public Participation**

There were no guests for public participation. At this time J. Orzel and W. Caldiero introduced Alaina Rullo who is very excited to join the 4CLS Board of Trustees.

On the motion of M. Kochersperger, seconded by D. Crampton, the board approved the appointment of Trustee, Alaina Rullo to Four County Library System Board of Trustees.

Governance Committee chair W. Caldiero stated the committee has appointed Alaina Rullo as Treasurer of the 4cls Board of Trustees.

**Minutes**

On the motion of D. Crampton, seconded by M. Kochersperger, the board approved the minutes of the September 23, 2016 Board meeting.

**Administrative:**

**Personnel Actions:**

On the motion of M. Kochersperger, seconded by B. Gouldin, the Board approved the hiring of Chester Stanton to the position of Delivery Driver at the rate of \$10.00/hour, effective 11/14/16.

**Executive Director:**

S. Bachman, announced the new Bookmobile will be completed and delivered before the end of 2016.

Executive Director's report was reviewed.

**Financial reports:**

On the motion of W. Caldiero, seconded by D. Crampton, the Board approved the Bank Reconciliation Statements for September and October 2016.

On the motion of D. Crampton, seconded by M. Kochersperger, the Board approved the Income Statements for September and October 2016.

On the motion of W. Caldiero, seconded by M. Kochersperger, the Board approved the Budget-to-Actual Report for September and October 2016.

On the motion of W. Caldiero, seconded by D. Crampton, the Board approved the 2017 Budget.

**Committee Reports:**

- A. Governance Committee: - W. Caldiero**  
W. Caldiero stated there is still one vacancy on the Board.
- B. Finance Committee: - S. Sheradin** No report  
S. Sheradin stated there was a meeting to approve the 2017 draft budget for submission to the full Board.
- C. Executive Committee: - J. Orzel** No report
- D. Personnel Committee: - W. Caldiero** No report  
W. Caldiero communicated the committee will soon be working on a new staff evaluation form.
- E. Central Library Advisory - M. Kochersperger** No report  
**Committee (CLAC)**

**At this time J. Orzel called for the Board to go into Executive session to discuss S. Bachman's contract and raise.**

On the motion of W. Caldiero, seconded by M. Kochersperger, the Board went into Executive session at 2:11PM.

On the motion of D. Crampton, seconded by M. Kochersperger, the Board came out of Executive session at 2:16PM.

On the motion of D. Crampton, seconded by W. Caldiero, the Board approved a one year contract extension and a \$1500.00 raise for S. Bachman.

**New Business:**

On the motion of D. Crampton, seconded by M. Kochersperger, the Board approved closing the building at noon on December 12, 2016 for the staff to attend their annual holiday luncheon.

**Other:**

**Meeting Dates for 2017**

| <b>DATE</b>        | <b>DAY</b> | <b>TYPE</b>    | <b>TIME</b> | <b>LOCATION</b>               |
|--------------------|------------|----------------|-------------|-------------------------------|
| January 27, 2017   | Friday     | Regular        | 1:00        | Oxford Memorial Library       |
| March 24, 2017     | Friday     | Regular        | 1:00        | Mare Wilcox Memorial Library  |
| May 12, 2017       | Friday     | Regular        | 1:00        | Wm. B. Ogden Free Library     |
| June 5, 2017       | Monday     | Annual Meeting | 6:00PM      | Silo Restaurant<br>Greene, NY |
| June 23, 2017      | Friday     | Organizational | 1:00        | Four County Library System    |
| September 22, 2017 | Friday     | Regular        | 1:00        | Afton Free Library            |
| November 17, 2017  | Monday     | Regular        | 2:00        | Huntington Memorial Library   |

On the motion of W. Caldiero, seconded by M. Kochersperger, the Board adjourned the meeting at 3:05PM.

Minutes prepared by Sherry Gorman, Administrative Assistant.

Signed,

M. Kochersperger, Assistant Secretary