

Minutes of the Four County Library System Board Meeting
March 31, 2017 1:00 p.m.
Four County Library System
Vestal, NY

Trustees Present: Sandy Sheradin
Alaina Rullo
Wendy Caldiero
Debra Crampton
Marilyn Kochersperger
Carrie Fishner

Excused: Robert Gouldin
Jan Orzel

Absent:

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

S. Sheradin called the meeting to order at 1:10 p.m.

Public Participation

There were no guests for public participation.

Minutes

On the motion of W. Caldiero, seconded by M. Kochersperger, the board approved the minutes of the January 27, 2017 Board meeting.

W. Caldiero introduce Donna Jones-Wright as a prospective new Trustee.
W. Caldiero nominated Donna Jones-Wright to the 4CLS Board of Trustees.

On the motion of W. Caldiero, seconded by M. Kochersperger, the board unanimously approved Donna Jones-Wright to the 4CLS Board of Trustees.

Administrative:

A new delivery schedule will begin April 10th. The new schedule will run 3 vans a day and increase the number of deliveries to libraries. The main goals are to improve member library service and decrease the load on the drivers and vans.

Personnel Actions:

On the motion of D. Crampton, seconded by M. Kochersperger, the Board accepted the following Personnel actions.

Resignation of Lee Shepherd, copy Cataloger, effective March 1, 2017
Hire James Lozzi, bookmobile driver, 15.00/hour, effective March 6, 2017

Hire Nate Fitzgerald, delivery driver, 15.00/hour, effective March 6, 2017
Hire Courtney Deiss, delivery driver, 15.00/hour, effective March 6, 2017
Hire Steven Hoyt, delivery driver, 15.00/hour, effective March 6, 2017

Executive Director:

Executive Director's report was reviewed.

Financial reports:

On the motion of W. Caldiero, seconded by M. Kochersperger, the Board approved the Bank Reconciliation Statements for January and February 2017.

On the motion of D. Crampton, seconded by W. Caldiero, the Board approved the Profit and Loss Statements for January and February 2017.

On the motion of M. Kochersperger, seconded by A. Rullo, the Board approved the Budget-to-Actual Report for January and February 2017.

Committee Reports:

- A. **Governance Committee:** - W. Caldiero No report
- B. **Finance Committee:** - S. Sheradin No report
- C. **Executive Committee:** - J. Orzel No report
- D. **Personnel Committee:** - W. Caldiero
Committee met by phone and went over personnel policies #200 – 209.
- E. **Central Library Advisory Committee (CLAC)** - M. Kochersperger No report

Communications:

New Business:

A. Personnel Policies

On the motion of A. Rullo, seconded by D. Crampton, the Board approved the revised personnel policies.

B. 2016 Financial Audit

On the motion of W. Caldiero, seconded by M. Kochersperger, the Board accepted the Four County Library System Audit for 2016.

Other:

The Annual Dinner and Meeting will be Monday, June 5th at the Silo Restaurant in Greene, NY. The guest speaker will be Erica Freudenberger.

Meeting Dates for 2017

| DATE | DAY | TYPE | TIME | LOCATION |
|--------------------|------------|----------------|-------------|---|
| January 27, 2017 | Friday | Regular | 1:00 | Oxford Memorial Library |
| March 31, 2017 | Friday | Regular | 1:00 | Mary Wilcox Memorial Library |
| May 12, 2017 | Friday | Regular | 1:00 | Wm. B. Ogden Free Library in Walton, NY |
| June 5, 2017 | Monday | Annual Meeting | 6:00PM | Silo Restaurant 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 M. Kochersperger, seconded by W. Caldiero, the Board adjourned the meeting at 1:55 PM.

Minutes prepared by Sherry Gorman, Administrative Assistant.

Signed,

M. Kochersperger, Assistant Secretary