

Minutes of the Four County Library System Board Meeting
January 8, 2014 12:00 p.m.
Four County Library System
Vestal, NY

Trustees Present: **Kathy Wood**
 Steve Rothenberg
 Marilyn Kochersperger
 Jan Orzel
 Chris Kuzel
 Wendy Caliero

Excused: **Sandy Sheradin**

Absent:

Others Present: **Steven J. Bachman, Executive Director**
 Pamela Brown, Deputy Executive Director
 Sherry Gorman, Administrative Assistant
 Eve Randall, Finance Officer
 Michelle Cimaoma, Director of Nineveh Public Library

K. Wood called the meeting to order at 12:00 p.m.

Public Participation

K. Wood, acknowledged M. Cimaoma, Director of Nineveh Public Library was in attendance to observe.

Minutes

On the motion of W. Caldiero, seconded by J. Orzel, the board approved the minutes of the November 20, 2013 Board meeting as amended.

Administrative:

Executive Director:

Executive Director's report was reviewed.

Personnel Actions: Brenda Brown, receptionist part time effective 12-02-13 at \$7.50/hr.
 Emily Creo, Head Cataloger full time effective 01-02-14 at an annual salary of \$30,000.

On the motion of C. Kuzel, seconded by W. Caldiero approved the hiring of Emily Creo as Head Cataloger and Brenda Brown as receptionist.

Deputy Executive Director:

Deputy Executive Director’s report was reviewed.

P. Brown briefly stated she is actively working with Sky River to coordinate a schedule for training in the near future

Financial Affairs

E. Randall, asked the Board if they would like a copy of the bank statements included in Board packets, no one present felt it was necessary.

E. Randall mentioned the e-rate funds came in slow which made the Automation phone line appear to be over spent. She further noted due to Pear’s contract not being renewed (4cls web site developer) the money allotted in the budget was reallocated to purchase a new copier for the system.

Financial reports:

On the motion of W. Caldiero, seconded by J. Orzel, the Board approved the Bank Reconciliation Statements for November and December 2013.

On the motion of S. Rothenberg, seconded by W. Caldiero, the Board approved the Income Statements for November and December 2013.

On the motion of S. Rothenberg, seconded by J. Orzel, the Board approved the Budget-to-Actual Reports for November and December 2013.

On the motion of J. Orzel, seconded by W. Caldiero, the Board approved the revised Four County Library System 2014 Budget.

On the motion of W. Caldiero, seconded by C. Kuzel, the Board approved of the year-end transfers.

Committee Reports:

- A. **Governance Committee: - W. Caldiero** Two Board Members are needed.
S. Bachman offered to put an ad in the Otsego newspaper. K. Wood suggested checking with the Chamber of Commerce in Otsego County.
W. Caldiero distributed a committee member list.
- B. **Finance Committee: - S. Rothenberg** No report
- C. **Executive Committee: - K. Wood** No report
- D. **Personnel Committee: - W. Caldiero** No report
S. Bachman gave W. Caldiero a 4CLS Personnel Manual

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| E. | System Services | -J. Orzel | No report |
| F. | Central Library Services | -C. Kuzel | No report |

Communications:

S. Bachman asked if everyone viewed the NEW 4CLS newsletter. He stated it is a work in progress. S. Bachman plans on spot lighting one member library in each newsletter.

J. Orzel thanked S. Bachman for taking on this challenge and creating a new instrument to get the news out to members.

Old Business:

K. Wood inquired to where the system is in the process of hiring an attorney.

Other:

J. Orzel asked S. Bachman if he knew any member libraries are headed to the voters? Cooperstown and Hartwick are going together on the school district ballot.

S. Bachman inquired about where the March meeting should be held and when. K. Wood would like to have Saturday meetings moved to a weekday.

It was agreed the March meeting would be in Harpursville at the school at Noon.

On the motion of S. Rothenberg, seconded by M. Kochersperger, the Board adjourned the meeting at 12:30PM

Minutes prepared by Sherry Gorman, Administrative Assistant.

Signed,

Jan Orzel, Secretary