

Minutes of the Four County Library System Board Meeting
September 19, 2014 12:00 p.m.
Four County Library System
Vestal, NY

Trustees Present: **Kathy Wood**
 Jan Orzel
 Wendy Caldiero
 Marilyn Kochersperger
 Sandy Sheradin
 Steve Rothenberg
 Debra Crampton

Excused:

Absent:

Others Present: **Steven J. Bachman, Executive Director**
 Sherry Gorman, Administrative Assistant
 Eve Randall, Finance Officer
 Dawn Rogers-Kroll, Director of Wm. B. Ogden Free Library

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

Public Participation

K. Wood, acknowledged D. Rogers-Knoll from Wm. B. Ogden Free Library, Dawn's response was to observe how board meetings in general are conducted.

At this time K. Wood instructed S. Bachman to start a five year capital improvement plan for future renovations and improvements. K. Wood would also like S. Bachman to send out an email to all the members to inquire if a capital improvement plan is in place at their library.

Minutes

On the motion of S. Sheradin, seconded by J. Orzel, the board approved the minutes of the June 24, 2014 Board meeting.

Administrative:

Executive Director:

Personnel Actions:

On the motion of S. Rothenberg, seconded by W. Caldiero the board approved the hiring of Richard Seitz part time delivery driver effective 07-23-14, Lee Shepherd part time copy cataloger effective 08-27-14 and Brian Lee full time Digital Services Librarian effective 09-17-14.

Executive Director's report was reviewed.

S. Bachman passed around a chart showing the number of books passing through collection services department from April until present. The back log in collection services is caught up. Now 4CLS is in a strong position to move forward when books start rolling in.

Financial reports:

On the motion of W. Caldiero, seconded by M. Kochersperger, the Board approved the Bank Reconciliation Statements for June, July and August 2014.

On the motion of S. Sheradin, seconded by W. Caldiero, the Board approved the Income Statements for June, July and August 2014.

On the motion of W. Caldiero, seconded by J. Orzel, the Board approved the Budget-to-Actual Reports for June, July and August 2014.

On the motion of S. Sheradin, seconded by M. Kochersperger, the Board referred the 2015 Draft Budget to the Finance Committee.

On the motion of D. Crampton, seconded by S. Sheradin the Board went into executive session concerning personnel issues at 12:09.

On the motion of J. Orzel, seconded by D. Crampton the Board came out of executive session at 12:16.

Committee Reports:

A. Governance Committee: - W. Caldiero

W. Caldiero stated she does have a few leads to fill vacant positions on the Board of Trustee.

B. Finance Committee: - S. Rothenberg No report

C. Executive Committee: - K. Wood No report

D. Personnel Committee: - W. Caldiero

The personnel committee presented policies 306, 311, 312, 313, 314, 315, 316, and 317 for approval.

On the motion of J. Orzel, seconded by S. Sheradin, the Board approved policies 306, 311, 312, 314, and policies numbers 313, 315, 316, and 317 as revised.

K. Wood would like Board to receive updates on a regular basis of staff taking advantage of policy #317 (telecommuting).

E. Central Library Services -Open

No report

Old Business:

Retaining an Attorney

K. Wood wanted to know where the System stands on finding an Attorney for use in the future. S. Bachman stated the law office of Levine, Gouldin and Thompson are preparing an agreement to be signed.

New Business:

NYS Construction Grant Applications

On the motion of S. Sheradin, seconded by W. Caldiero, the Board approved all the construction grant applications submitted by members.

S. Bachman stated he is still working on putting an application together for the system to get some roof repairs on the system building. Estimates on the roof have been between \$60,000 and up to \$120,000.

On the motion of M. Kochersperger, seconded by S. Sheradin, the Board approved a resolution to accept a construction grant project for the roof repair provided that the estimates arrive under the \$120,000.00 level.

S. Bachman briefly mentioned there have only been 3 RSVP's so far to attend the System meeting on September 30th.

K. Wood requested S. Bachman to poll the members to host the 2015 Board meetings.

On the motion of S. Sheradin, seconded by D. Crampton, the Board adjourned the meeting at 12:50PM.

Minutes prepared by Sherry Gorman, Administrative Assistant.

Signed,

Jan Orzel, Secretary