

Minutes of the Four County Library System Board Meeting
March 18, 2016 3:00 p.m.
Four County Library System
Vestal, NY

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

Excused: **Carrie Fishner**
 Mike Rullo

Absent:

Others Present: **Steven J. Bachman, Executive Director**
 Sherry Gorman, Administrative Assistant
 Eve Randall, Finance Officer
 Lisa Wise, Director of Broome County Public Library
 Nancy Abashian, Board of Trustee of Broome County Public Library
 Andrea Tillinghast, Director of Your Home Public Library
 Ed Dunscombe, Director of George F. Johnson Memorial Library
 Robert Gouldin, of Gouldin Law Office

J. Orzel called the meeting to order at 3:04 p.m.

Public Participation

J. Orzel acknowledged the guests and requested they introduce themselves before the meeting began.

Minutes

On the motion of M. Kochersperger, seconded by W. Caldiero, the board approved the minutes of the January 22, 2016 Board meeting.

At this time W. Caldiero introduced Robert (Bob) Gouldin as a prospective new Trustee to the 4CLS Board.

Administrative:

Executive Director:

S. Bachman briefly explained some of the E Rate changes and as a result, 4CLS will need to alter the way it is filed.

S. Bachman said the state budget looks encouraging. The Senate and Assembly bills currently include an additional \$5 million for libraries with \$10 million for library construction. He would like the Board to approve a one year moratorium on the administration fee if the increase is passed and 4CLS receives an increase in funds of anything over \$32,000. After a short discussion the Board agreed this would be appreciated by all the members and a great relief.

On the motion of S. Sheradin, seconded by W. Caldiero, the board approved a one year moratorium on the administration fee if the State budget is passed with an increase of more than \$32,000 for 4CLS.

J. Orzel asked how the local advocacy meetings were attended. J. Orzel thought the local meetings were a great idea, especially for the people who are unable to take a whole day and travel to Albany.

K. Wood would like to see 4CLS change from a cash based accounting system to an accrual accounting method. This discussion was tabled for now.

Executive Director's report was reviewed.

Personnel Actions:

On the motion of W. Caldiero, seconded by M. Kochersperger, the Board approved the following personnel actions:

Hire two: Technician 2 part-time copy catalogers: Leonard Dawson (24 hrs/week) and Kathleen Jones, (28 hrs/week) at \$9.23/hr effective 2/22/16.

Accept the resignation of Joseph DiMascio, Delivery Driver effective 3/1/16

Hire Jesse Rittenhouse, Library Assistant-Automation at \$27,000 per year, effective 3/14/16.

Hire Matthew Norton, Automation Assistant (part-time 15-22 hrs/week) at \$12.00/hr. effective 3/15/16.

Hire Gary Robbins, Delivery Driver (part-time 20 hrs/week) at \$10.00/hr. effective 3/16/16.

Hire Sarah Reid, Outreach and Youth Services Manager at \$56,000 per year, effective 4/18/16.

Financial reports:

On the motion of K. Wood, seconded by S. Sheradin, the Board approved the Bank Reconciliation Statements for January and February 2016.

On the motion of K. Wood, seconded by W. Caldiero, the Board approved the Income Statements for January and February 2016.

On the motion of K. Wood, seconded by S. Sheradin, the Board approved the Budget-to-Actual Reports for January and February 2016.

On the motion of K. Wood, seconded by S. Sheradin, the Board approved repurposing the 1981 Ray W. Smith memorial \$2300.00 fund.

Committee Reports:

A. Governance Committee: - W. Caldiero

W. Caldiero mentioned she will be sending out the evaluation forms and needs them returned as soon as possible.

W. Caldiero nominated Robert Gouldin to the 4CLS Board of Trustees.

On the motion of K. Wood, seconded by D. Crampton, the Board unanimously approved Robert Gouldin to the 4CLS Board of Trustees

B. Finance Committee: - S. Sheradin No report

C. Executive Committee: - J. Orzel No report

D. Personnel Committee: - W. Caldiero

S. Bachman will be contacting Chris Wilkenson, a consultant recommended by K. Wood to look over the personnel policies, before the committee is able to update or make any revisions.

E. Central Library Advisory Committee (CLAC) - Open No report

Communications:

Contact via email from A. Tillinghast Director of Your Home Public Library

Requesting revision of the automation and general membership contract. S. Bachman will meet with A. Tillinghast next week to work out the issues. Several member libraries have reported interest in a multiyear automation contract.

New Business:

On the motion of K. Wood, seconded by S. Sheradin, the Board accepted Lisle Free Library Automation contract. It could be possible Lisle Free Library might be on line by fall, this is welcome news

Other:

Meeting Dates for 2016

DATE	DAY	TYPE	TIME	LOCATION
January 22, 2016	Friday	Regular	2:00	Huntington Mem. Library Oneonta, NY
March 18, 2016	Friday	Regular	3:00	G. F. Johnson Memorial Library
May 13, 2016	Friday	Regular	4:00	Afton Free Library Afton, NY
June 6, 2016	Monday	Annual Meeting	6:00PM	Silo Restaurant Greene, NY
June 17, 2016	Friday	Organizational	1:00	Four County Library System
September 23, 2016	Friday	Regular	4:00	Guernsey Memorial Library, Norwich, NY
November 18, 2016	Friday	Regular	2:00	Oneonta @Huntington Memorial Library

On the motion of S. Sheradin, seconded by K. Wood, the Board adjourned the meeting at 4:03PM.

Minutes prepared by Sherry Gorman, Administrative Assistant.

Signed,

M. Kochersperger, Assistant Secretary