

**Minutes of the Four County Library System Board Meeting**  
**September 29, 2017 1:00 p.m.**  
**Four County Library System**  
**Vestal, NY**

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**Trustees Present:**    **Debra Crampton**  
                              **Sandy Sheradin**  
                              **Jan Orzel**  
                              **Alaina Rullo**  
                              **Wendy Caldiero**  
                              **Marilyn Kochersperger**

**Excused:**               **Robert Gouldin**  
                              **Carrie Fishner**  
                              **Donna Jones-Wright**

**Absent:**

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

D. Crampton called the meeting to order at 1:08 p.m.

**Public Participation**

Lynn Macumber, former President of the South New Berlin Library was present. She asked a couple questions about the situation in South New Berlin.

**Minutes**

On the motion of W.Caldiero, seconded by S. Sheradin, the board approved the minutes of the September 22, 2017 Board meeting.

**Executive Director:**

Executive Director's report was reviewed.

S. Bachman touched on the developments with the South New Berlin Library.

**Financial reports:**

On the motion of S. Sheradin, seconded by J. Orzel, the Board approved the Bank Reconciliation Statements for June, July and August 2017.

On the motion of W. Caldiero, seconded by S. Sheradin, the Board approved the Profit and Loss Statements for June, July and August 2017.

On the motion of S. Sheradin, seconded by M. Kochersperger, the Board approved the Budget-to-Actual Reports for June, July and August 2017.

2018 Draft Budget, The Board referred the 2018 Draft Budget to the Finance Committee. The Finance committee will be meeting on October 11, 2017.

**Committee Reports:**

- A. Governance Committee: - W. Caldiero (Chair)**  
Working on Directors New Evaluation form.
- B. Finance Committee: - S. Sheradin (Chair)**  
Meeting on 10-11-17
- C. Executive Committee: - D. Crampton (Chair)** No report
- D. Personnel Committee: - W. Caldiero (Chair)**  
Meeting on 9-29-17 to review Personnel Policy #208
- E. Central Library Advisory Committee (CLAC) - M. Kochersperger** No report

**Communications:**

**New Business:**

**A. Approval of Personnel Policy**

On the motion of S. Sheradin, seconded by J. Orzel the Board approved the revised Personnel Policy #208 work schedule.

**B. NYS Construction Aid applications**

On the motion of W.Caldiero, seconded by S. Sheradin, the board approved all of the NYS Construction Aid applications submitted. 5 in favor, 0 opposed, 1 abstention.

- J. Orzel abstained from voting due to her holding a seat on Mary Wilcox Memorial Library Board of Trustees.

**C. Purchasing Policy**

On the motion of J. Orzel, seconded by A. Rullo, the board approved Four County Library System NYS Construction Aid application.

## OTHER

### A. Executive Director's Contract.

On the motion of S. Sheradin, seconded by M. Kochersperger, the board approved a three year contract for the Executive Director.

### B. Emails received from Members

When 4CLS Trustees receive emails from member libraries, they have been instructed to re-direct them to S. Bachman. Any email stating an issue with S. Bachman re-direct those emails to the President of Four County Library System Board of Trustees.

## 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	Friday	Regular	2:00	Huntington Memorial Library

On the motion of J. Orzel, seconded by M. Kochersperger, the Board adjourned the meeting at 2:35 PM.

Minutes prepared by Sherry Gorman, Administrative Assistant.

Signed,

M. Kochersperger, Secretary