

Lisle Free Library
8998 NYS Rte. 79 PO Box 305
Lisle, NY 13797

Kimberly Barker, President
Richard Cicciarelli, Vice President
Kimberly S. Chidester, EA, Secretary/Treasurer (Appointed)

Trustees: Harriet Hand
Katharine Kittredge
Gary McCall
William Priscott
Amy Timmins

September 4, 2018 Regular Meeting
Present: 7:00PM

Trustees: All trustees present
Absent: None
Secretary/Treasurer: K. Chidester
Library Director: C. Douglas
Community attendees: Kay Diekow

The August 2018 meeting minutes were updated and presented and accepted by all trustees with no changes made. Rick made a motion to accept minutes and Katharine second. All trustees in favor.

Treasurer's report: The treasurer's report was read from the August 2018 meeting. A motion was made by Kim B. and second by Gary. All trustees were in favor and accepted. Bills paid from the Public account amounted to \$9933.41. Bills paid from the Private account amounted to \$6925.15. All trustees in favor.

Director's Report: The August 2018 Director's report was reviewed and discussed. A motion was made by Gary to accept the report as presented Kim B second. All trustees were in favor and motion accepted. Key points made by Cher with open discussion of trustees: Summer Reading Program is well attended with numbers up from 2017. We are excited to have (2) two new clerks hired both named "Emily". Cher has ordered (8) new 2018 trustee handbooks. Cher let her staff to know how to reach out to the trustees while she is out on maternity leave.

Old Business: Procurement Policy revision: Kim B made a motion and Gary second for the following revision to the Library's Procurement policy: (4) Four levels of bidding process 1. \$0 - \$999.00 -0- no quotes, 2. \$1000-\$9999 (2) two written quotes are required, 3. \$10000-\$14000 (3) three written quotes are required, 4. \$15000+ a formal bidding process is required. Front door project (Mr. Kittredge) will begin after September 2018. Gary Ellis may begin shelving and circulation desk project in October 2018. Graphic novels display is on hold until shelving/desk project is complete.

Committee Reports: Building & Grounds – Gary reports that he has secured a quote from Hines Plumbing & Heating for hydrant and hose access including shipping of \$558.62. Gary is also requesting a second quotation from Hines P&H addressing our basement plumbing issues. Gary made a motion to contract with Hines Plumbing &

Heating to proceed with the hydrant project and further extended his authorization to accept the second quote up to \$999.00 to fix the toilet (basement project). Should the toilet project itself ends up costing over \$999.00, then a second separately stated quote will be requested with trustee authorization for Gary to approve of additional repair according to our procurement policy. Rick C second this motion. All trustees in favor. Gary received a quote from Greene's Ace Home Store for the use of their striping machine to refresh our parking lot lines. Greene's provided a quote of \$35.94/case for the paint. Gary will also check in with Tessa to see if she is interested in winter snow shoveling. Gary will also contact Troy Donnelly to be sure we can again secure his snow plowing services for this winter season. Gary will again check back with Roger Dunham for cold patching and perhaps Takas sealcoating and patching if a backup is required. Rick reports we are still awaiting Jim Gilligan's assistance with parking lot lighting and will keep us posted on progress.

Bylaw Committee: None

New Business: (4) four policies submitted for trustee review, discussion and vote as follows: 1. DVD Rental for minors – minor change to remove the word “rental policy” to “lending policy”. 2. Inclement weather policy as adopted from 4 County is acceptable as is. 3. Questionable material policy – is acceptable as is. 4. Historical Property policy accepted as is. Kim B made a motion to amend/adopt as specified. Katharine second. All trustees in favor. “Juvenile Fine Free” in depth discussion concerning this strong movement to remove barriers that limits access for young persons under the age of 18 to be “fine free” when borrowing lending media to promote literacy. Kim B made a motion effective immediately that the Lisle Free Library will adopt this juvenile fine free policy. Katharine second. One trustee opposed, majority favored, motion carried.

Correspondence: None

Public Expression: None

Meeting adjourned at 8:55PM

Our next meeting will be held on Monday evening at 6:30PM - October 1, 2018.

Kimberly S. Chidester, Secretary