

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: James Dunham
Katharine Kittredge
Gary McCall
William Priscott
Amy Timmins

September 3, 2019 - Regular Meeting - 6:30PM

Present:

Trustees: Kim Barker, Jim Dunham, Gary McCall, Amy Timmins, William Priscott, Katharine Kittredge

Absent: Rick Cicciarelli

Secretary/Treasurer: Kim Chidester

Library Director: Cher Douglas

Community attendees: Kay Diekow, Emily Yalch, Emily Marshman

Secretary's report: The August 2019 meeting minutes were read. Changes were noted in both the July and August 2019 that were necessary. Secretary submitted revised meeting minutes of both July and August 2019 meetings. Changes were to remove William Priscott from the present listing to the absent listing and Kim B was credited for the information relating to the sexual harassment training rather than Cher as noted for August 2019 meeting. The wording correction was necessary in the July minutes to update that Mr. Bailey was not yet contacted rather than will be contacted. Gary made a motion to accept the minutes as revised. Jim second. All trustees in favor.

Treasurer's report: The treasurer's report was read from the August 2019 meeting. A motion was made by Kim B and second by Katharine. All trustees were in favor and accepted. Bills paid from the Public account amounted to \$4,340.10. Bills paid from the Private account amounted to \$3,051.67.

Director's Report: The August 2019 Director's report was reviewed and discussed. A motion was made by Jim to accept the report as presented Katharine second. All trustees were in favor and motion accepted. Key points made with open discussion of trustees: Cher reported that the Summer Reading Program had a 35% increase in attendance and hosted 48 events. The trustees both commended and thanked Cher and the staff for their efforts. The sexual harassment training has been completed by all trustees. Cher is awaiting the email for the attorney approved second part of the sexual harassment policy for the records. Cher also reported on the new minimum standards long term plan requirement proposed by 4 County for preparing a strategic plan ready for 2020. A Directors bootcamp will assist in the process.

Old Business: None

Committee Reports: Building & Grounds – Gary at present has not contacted Walt Bailey. Gary has mentioned that he will begin the preparations for the winter season library maintenance. He will reach out to Troy Donnelly regarding snowplowing and Tessa Call for shoveling. Gary will report to the trustees at the next meeting any updates. Discussion between the trustees regarding chair repairs and contacting the Chair Doctor in Trumansburg for a quote. Other maintenance items discussed were window and bathroom cleaning. At the October meeting any updates will be reported. Bill Priscott reported regarding the parking situation. After his discussion with the neighbors next door, cooperation was unsuccessful. Consideration was then given in acquiring the services of a surveyor. The trustees agreed to pursue gathering quotations for the surveyor services. A few names of surveyors were discussed such as Paul Koerts, Bob Brooks and Delta Engineers. Kim B made a motion to begin the process Jim second. All trustees in favor.

Bylaw Committee: None

New Business: Emily Y and Emily M attended our meeting to offer their input regarding the Library's hours of operation. They reported that overall most of the patrons wanted consistency of having set hours. The trustees expressed that consistency was important to them as well. In order to remain consistent, they strongly encouraged the trustees to continue with the summer hours. Currently those hours are M-F 11-6 and Sat 11-3. The trustees have requested that Kim C prepare a payroll projection of the increased hours over a longer time period reflecting winter hours reduced to 39 -41 hours weekly from the present 46 hours weekly at present. Kim B made the motion to have Kim C provide these projections for trustee review. Gary second. All trustees were in favor. The tentative 2020 budget was submitted by Kim C. The Library hours will remain at the summer hours until October 7, 2019. The trustees will conduct further discussion at that time. Cher updated the trustees on "Hoopla". This is an online forum presently utilized by the Broome County Library. Discussion was tabled at this point as to whether the Lisle Free Library would like to monetarily participate in this program. More discussion is needed.

Correspondence: None

Public Expression: Amy reported that she attended the trustee training and found it very informative. Amy shared with the trustees how the training emphasized the implementation of a secure email for the trustees. The trustees discussed and thanked Amy for the feedback.

Meeting adjourned at 8:15PM

Our next meeting will be held on Monday evening at 6:30PM – October 7, 2019.

Kimberly S. Chidester, Secretary