

Richfield Springs Public Library  
Board of Trustees Meeting Minutes

November 4, 2019

Present: FaithAnn Young, Kaitlyn Forbes, Harriett Geywitts, Jackie Hinckley, Heidi Bond, Monica Harris

FaithAnn called the meeting to order at 3: 57 p.m.

Minutes from the previous meeting were reviewed. Jackie made a motion to accept the minutes from the August and September 2019 meetings. Heidi seconded the motion. All were in favor. Motion passed.

August, September and October 2019 vouchers were reviewed. Heidi made a motion to accept the vouchers as presented. Jackie seconded. All were in favor. Motion passed.

The financial information for August, September and October 2019 were reviewed. Heidi made a motion to accept the financial information as presented. Jackie seconded. All were in favor. Motion passed.

The Director's Report was reviewed. Discussion regarding the Gates Computer being Windows 7 and unsupported as of January 2020 occurred. Kaitlyn will obtain a quote from FCLS regarding a new computer/operating system.

The 2020 Census and the library's involvement was discussed. FaithAnn made a motion to purchase a refurbished MacBook from the Richfield Springs Central School as a Census computer first, then staff computer as needed. Jackie seconded. All were in favor. Motion passed.

The Long Range Plan was reviewed. Heidi made a motion to approve the Long Range Plan. Jackie seconded. All were in favor. Motion passed.

The quotes from Red Point Builders and Tom Kline were reviewed regarding ceiling painting. The Board discussed different options and payments. FaithAnn made a motion to apply for a State Construction Grant to do the work on the ceiling as well as update the library windows. Jackie seconded this motion. All were in favor. Motion passed.

The new Sexual Harassment Policy was reviewed. FaithAnn made a motion to approve the policy. Jackie seconded. All were in favor. Motion passed.

The 2020 FCLS cost sheet was reviewed. The library will be making no changes to its services. Heidi made a motion to approve the 2020 FCLS cost sheet. FaithAnn seconded. All were in favor. Motion passed.

Information regarding Hoopla was reviewed. Heidi made a motion for our library to subscribe to one year of Hoopla, with renewal to be based upon usage. Jackie seconded. All were in favor. Motion passed.

The 2020 closings calendar was reviewed. The 2020 Board meeting calendar was reviewed. The July board meeting date was changed to the 13. Jackie made a motion to approve the 2020 closings calendar and the 2020 Board Meeting calendar with the July date change. Heidi seconded. All were in favor. Motion passed.

Monica Harris presented information on the Friends of the Library group. They had a successful event in October and look forward to doing more with the Board. Betsy Swyetz will be working on a Memorandum of Understanding between the Friends group and the Library..

Heidi made a motion for the meeting to adjourn at 4:52 p.m. All were in favor. Motion passed.

Respectfully submitted,

Kaitlyn Forbes  
Library Director