Richfield Springs Public Library

Board of Trustees Meeting Minutes

March 2, 2020

Present: FaithAnn Young, Alice Mahardy, Mindy Baker, Jackie Hinckley, Heidi Bond, Aletha Sprague

FaithAnn called the meeting to order at 4:09.

The Board discussed minutes to be emailed prior to meeting going forward. Minutes were amended for section:

* “The Board reviewed the quote for Four County Library System for an updated computer to replace the Windows 7 machine. Alice made a motion to invest in the Four County Library System computer. Heidi seconded. All were in favor. Motion passed.”
* Amended to reflect: “The board reviewed the quote for Four County Library System for an updated computer to replace the Windows 7 machine. There was discussion and Alice made a motion to invest in the Four County Library System computer. Heidi seconded. All were in favor. Motion passed.”

January and February 2020 vouchers were reviewed, motion was made by Alice to approve vouchers, motion seconded by Jackie, all were in favor, motion passed.

Jackie supplied me with the email from John Vagliardo for the inspection and asbestos testing. The amount of the inspection bill was $1,500.00, Alice made a motion to pay the inspection from the NBT Construction Grant Account, Jackie Seconded the motion, all were in favor, motion was passed.

The Board discussed the bathroom project; can we just replace the toilet and sink, instead of moving the toilet; and update the kitchen area for programming convenience to make all functional? I will discuss this with Steve Bachman from 4CLS to amend the construction grant.

Heidi made a motion to pay the architectural bill from Johannes de Waal, motion was seconded by Jackie, all were in favor, motion passed.

The request for a second monitor was discussed and quote from 4CLS was reviewed for purchase amount of $131.00.

The Board discussed a purchase limit of $200.00, which would be pre-approved by the board, Jackie made the motion, seconded by Heidi, all were in favor, a $200.00 purchase limit was passed.

Heidi made a motion to approve the financial report, Jackie seconded, all were in favor, motion passed.

Discussion took place to reimburse Faith’s purchase of supplies for the library; a voucher will be submitted to the Village for payment.

Alice will ask Michael Marmet to return his copy of the keys to the library, Heidi will ask Ed Bellows to return the copy of the library keys he received as well.

The Board discussed the cleaning of the Library, I will review the contract the Village has with Karina, to ensure all cleaning is being done appropriately.

The Board discussed the approval of a new board member to replace Michael Marmet, Aletha Sprague, nominated by Heidi, seconded by Jackie, all were in favor, nomination was passed by Library Board, next must be approved by the Village. Once approved by the Village, Aletha will serve Michael’s remaining 2 years.

A motion was made by Heidi to approve my purchase of a new chair and a lockable cash box for the circulation desk, seconded by Alice, all in favor, motion passed.

The Board reviewed the Annual Report, which was submitted on January 24, 2020. A motion to approve the report was made by Heidi, seconded by Alice, all in favor, motion passed.

The Board discussed the grant for the library furniture which was submitted on February 29th. We will continue to research furniture to be purchased if grant is approved and finances received.

There was discussion about my reviewing past programs which were well received by the community and bring them back. Need to contact “Diana” about the adult knitting class, which is paid for. A Baby & Me program for mornings was discussed, and to research and start interesting programs for teens such as creative writing and art programs.

The Board went into executive session at 6 p.m.

Alice made a motion to adjourn the meeting at 6:04 p.m. Meeting adjourned.

Respectfully submitted,

Mindy Baker