

# *Springfield Library*

## Board of Trustees

April 22, 2019 Quarterly Meeting

### MINUTES

**Call to Order:** 6:35 p.m.

**Members Present:** Rebecca Fitzgerald, Dennis Dorn, Athena Hopkins, Marilyn Marshall, Jonathan Miller

**Also Present:** Jordan Clements, Michelle Senif, Echo Weller

- **Motion made by Athena to approve the March 7, 2019 with change of "Audit" to "second set of eyes", seconded by Dennis. All in favor.**
- **Motion made by Rebecca to elect Jordan Clements as a trustee, seconded by Jonathan. All in favor.**

#### **President's Report**

- Policies
  - Unattended Children Policy
  - General Rules & Regulations
    - **Motion made by Jonathan made to accept these policies, seconded by Athena. All in favor.**
- Charter Application
  - Marilyn will submit the charter application after she receives the last bit of information she needs
- Library Promotion
  - Marilyn made posters of Library Card Promotion
  - Athena and Echo will hang some in various locations

#### **Financial Report**

- Financial Report
  - Local Public Funds: this line is what the town gives to us
  - **Motion made by Athena to accept financial report, seconded by Dennis. All in favor.**
- Minimum wage is \$11.10, substitute training is 40 hours. (\$444)
  - **Motion made by Rebecca to approve funding for a substitute, seconded by Jonathan. All in favor.**
- Budget
  - Barb Potter offered to give us a budget lesson
  - Jonathan will see/find someone to help with budget
- We have switched from Verizon to Vonage services
- Otsego County Water & Soil Conservation District grant: application due by end of the month
  - Bottle return: the library gets to keep funds from bottles received
- Farm credit East/Agriculture Day: Jordan suggests we look into it

## Directors Report

- Received Stewart's Foundation grant: \$1,400 (asked for \$2,500)
  - 4CLS quote \$1,200 for new computer vs \$900 previously
- Dollar General Foundation grant: due by May 9
- Book giveaway/Book sale: \$267 received
- Better World Books: send books and they send back percentage of money received
  - Kaitlyn at Richfield Springs Library does it and Echo is going to get more information
- 4th of July booth
  - Donations needed
  - Servers/Cashier
  - "A Universe of Stories" theme
  - Real banner wanted- vinyl or Tyvek
- Story & Movie days
- Echo would like to purchase a carpet cleaner to use whenever needed vs. renting one
- Emily is not going to be available all of July to cover Echo's shifts during Summer Program
  - Echo wants to change Thursday hours from 2 p.m.-8 p.m. to 3 p.m.-8 p.m.
  - **Motion made by Rebecca to change Thursday library hours during the Summer Program, seconded by Jonathan. All in favor.**
- Senator Seward is shocked about our computer issues; Echo will be speaking with him again
  - Census is coming up and libraries are supposed to help with this
- Will discuss 4<sup>th</sup> of July and August's Basket Raffle at the May 23 meeting

**Next Meeting:** May 23, 2019 at 7:00 p.m.

- **Motion made by Rebecca to adjourn the meeting, seconded by Jonathan. All in favor.**

**Meeting Adjourned:** 8:33 p.m.

Minutes recorded and submitted by Rebecca Fitzgerald.