

Springfield Library
Board of Trustees
December 12, 2019 Regular Meeting

MINUTES

Call to Order: 7:05 p.m.

Members Present: Dennis Dorn, Rebecca Fitzgerald, John Marchev, Marilyn Marshall, Jonathan Miller, Cheryl Zamelis

Also Present: Echo

- **Motion made by Cheryl to approve October 24, 2019 minutes, seconded by Jonathan. All in favor.**

President's Report

- Proposed 2020 Meeting Schedule (quarterly meetings in bold)

01/09/2020

02/20/2020

03/12/2020

04/09/2020

05/14/2020

06/11/2020

07/09/2020

08/13/2020

09/10/2020

10/08/2020

11/12/2020

12/10/2020

- **Motion made by Rebecca to approve the 2020 Meeting Schedule, seconded by Cheryl. All in favor.**
- The Board went into executive session to evaluate the librarian
 - Change BP (Board President) to Board.
 - Change E(Excellent) to S(Satisfactory) for attendance at Board Meetings
 - **Motion made by Cheryl to approve the evaluation and raise with the above changes, seconded by John. All in favor.**
- Marilyn suggested adding a Trustee nominating committee; the board decided against this.
 - Asking Steve Bachman what the age limit is for members to be on the Library board
 - Approach CVS-CS Guidance Office for potential board members depending on the answer we receive from Steve Bachman

Financial Report

- 2019 November Budget vs. Actual
 - **Motion made by Jonathan to approve the November, 2019 financial report, seconded by Rebecca. All in favor.**
- 2020 Budget Draft
 - Fix staff payroll expense from \$21,500 to \$20,000
 - Change books line to \$2,600
 - Change telephone to \$650
 - Look into Employer Tax amount (\$5,500)
 - A new proposed budget with fixes will be emailed for further review and be voted on in our January 2020 meeting
- Income Expense Projection
 - Minimum Wage increases from \$11.10 to \$11.80
 - Raise Echo Wellers wage from \$14.50 to \$15.00
- School Vote
 - We will attend the CVS-CS Board of Education meeting on December 19th at 7:00 p.m.
 - Steve Bachman will be there to help answer questions
- Change of Pay Period from Bi-Monthly to Semi-Monthly
 - With semi-monthly (1 to 15, 16 to last day of month) pay periods won't straddle two tax periods
 - **Motion made by Cheryl to approve the pay period from bi-monthly to semi-monthly, seconded by John. All in favor.**
- Otsego County Soil & Water Conservation Grant Disbursements
 - Recycling Project
 - Paid the Boy Scouts \$300 for the building at Springfield Transfer Station
 - Need to build a sign for building stating it's for the Springfield Library
 - \$180 for conservation related books
 - Remainder for LED lights for the library

Director's Report

- New project: Library Statistics Report
- Patron attendance is down from last year due to less programming
- Progression of Springfield Library Statistics
 - Automation Fees for 2020
 - We are the fastest growing library!

Next Meeting: January 9, 2020 at 7:00 p.m.

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

Meeting Adjourned: 8:46 p.m.

Minutes recorded and submitted by Rebecca Fitzgerald.