

WORCESTER-SCHENEVUS LIBRARY
168 Main Street, Worcester, New York 12197

OFFICIAL MINUTES: April 17, 2018

Diane Addesso, President of the Board of Trustees, called the meeting to order at 6:41 p.m. In attendance: Trustees - Scott Brady, Barb Hamil, John Tauzel and Jo-Ann Scheiner, as was Library Director, Mindy Baker. Christy Deitchman was not present.

A brief discussion of Robert's Rules of order and method of removal of a Board member, if the occasion arises in the future.

Minutes – A motion by Tauzel, 2nd by Hamil to accept the minutes, as amended, of the March 21, 2018 Trustees Meeting, carried unanimously.

Special Meeting Minutes – A motion by Hamil, 2nd by Tauzel to accept the minutes of the April 11, 2018 Trustees Special Meeting, carried unanimously.

Financial Report - March expenses: \$2,292.00 Current Balance WFL Operating: 27,558.00 Capital Campaign: \$30,825.00
FAM Fund change in account value: -\$1,249.00

Discussion on ordering QuickBooks Online \$99 per month versus QuickBooks Online through TechSoup for \$50 per year. Diane to contact QuickBooks to see if the Enhanced Version is needed for payroll (approx \$39 per month) and if it can be purchased separately from TechSoup QuickBooks Online. Would like to order before next payment is due to QuickBooks (May 8th). Hamil made the motion for a conditional vote on ordering QuickBooks Online through TechSoup with Enhanced Version through QuickBooks per conversation with QuickBooks and TechSoup. 2nd by Tauzel, passed unanimously.

Discussion on when amending the budget with the savings from QuickBooks. Suggested that the monies may be allocated to programming and a vote will be required. (Monies just can't be transferred by the Treasurer without a resolution and vote.)

Director's Report - New Director, Mindy Baker gave the Library Stats for the month of March. Discussion on changing the hours of operation. Mindy will track patron visits and discuss changes with Joanie (with her input). Motion (Hamil) made to change hours contingent on discussion with Joanie. 2nd by Brady, carried unanimously. Changes will have to be made on the Website, 4-County, FaceBook and place an ad in the HomeTown*Advantage.

Joanne Arbogast Scheller submitted a volunteer application and was accepted. Mindy will go through old volunteer forms and ask if they would still like to volunteer.

Mindy has signed-up on webinars regarding Children's Reading and Health. Mindy and Diane will be attending a seminar on *Early Learning Spaces* at Huntington Library on the 24th of April.

Book Selections - discussion Work Flo: When book is received/billing/payment/report procedure. (12 selections and must stay within budget.

New/Old Business - Diane to represent Library at ALA Conference in New Orleans. Motion by Hamil to pay \$100 so that Diane may attend the entire conference. 2nd by Tauzel, passed unanimously.

Loan from Community Bank closes on Thursday, April 18th. 2nd Grant paying for insulation and elevator deposit.

Diane is taking over duties of treasurer with some assistance from Jo-Ann. Checks are written by the Bank. Pay checks are direct deposit.

Discussion on filling Treasurer/Trustee spot. If need be, fill spot with 2 people (bookkeeper reporting to Trustee Treasurer.)

Vacancy on Book Selection Committee. Suggested that Bob McBrien be contacted to see if he will fill the vacancy.

Suggested that we have an Open House during Strawberry Festival in June. Diane to contact Kenyon Insurance for a one day insurance ryder.

Adjournment - The President set the next Trustees meeting for Wednesday, May 16th at 6:30 pm. A motion was made by Brady, 2nd by Hamil to adjourn, carried unanimously. President Addesso adjourned the meeting at 7:50 p.m.

Respectfully submitted, Jo-Ann Scheiner