

Frank J. Basloe School District Library
Minutes of the Board of Trustees Meeting
November 9, 2015

The meeting was called to order at 7 p.m.

Present were Trustees Kane, Yelle, Kinney, Guzewich, Treasurer Ronan, and Director Fleischer. Absent was Trustee Foss.

Trustee Kinney moved to approve the minutes of the September meeting and Trustee Yelle seconded. All were in favor.

Trustee Guzewich moved to approve the claims warrant, and Trustee Yelle seconded. All were in favor.

Line item transfers were proposed to cover the telephone bill, which is increasing due to a diminishing education rate discount, and to pay for new computers, a microfilm roll carrier, and a chair. A donation covered the computers and a new director's chair was donated by the Friends of the Library. Trustee Kinney moved the transfers and Trustee Yelle seconded. All were in favor.

Director Fleischer reported that at the New York Library Association conference, many library presentations were about how the libraries were meeting unexpected needs of their communities.

Director Fleischer also reported that Bravo Heating has serviced one heating and air conditioning unit, and will do more maintenance work. She also noted the library will also be closed Dec. 10 for staff training.

A program to connect older children with younger children is also being pursued.

Trustee Yelle moved to accept the director's report, and Trustee Guzewich seconded. All were in favor.

President Kane said the Finance committee, which met November 4, recommended the library consider placing some of its funds in a short-term certificate of deposit, which could earn the library a little interest until it is needed for bills. Also, the committee recommended an audit review for the next fiscal year instead of a full audit, as was done for the 2014-15 fiscal year.

Trustee Kinney reported that Pinterest is increasing in followers, and the library Facebook is staying steady with 448 but at the same time there is a small weekly increase in engaged users. She said she is still seeking a teen administrator for The Baz page.

Trustee Yelle moved, and Trustee Guzewich seconded, an expenditure of \$275 from the trustee account for holiday gift cards for staff. All were in favor. Trustee Guzewich moved, and Trustee Yelle seconded, an expenditure of around \$100 to provide lunch for staff at the Dec. 10 training day.

All were in favor.

The board also discussed using Google Documents to avoid charges from Dropbox.

Oaths of office must be filed by Trustee Foss and Trustee Kinney, Director Fleischer said. Those oaths, when notarized, will be given to the Herkimer County clerk.

A planning committee meeting, established to begin the five-year plan, has been scheduled for 6 p.m. Dec. 14, just prior to the regular Board of Trustees meeting. The five-year plan sessions are to begin in January.

The board agreed to have electrical problems reviewed by an electrician who can write a summary of the recommended work.

President Kane presented a binder with orientation materials for new trustees. Some will not be reproduced until updated, but would include policies, employee handbook information, the audit, and other details.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Trustee Guzewich