

Board of Trustees Meeting- March 15, 2018

## MINUTES

The meeting was called to order at 5:04 PM. In attendance: Director Suzanne Macaulay, Lisa Maslyn, Toni Flower, Bob Woodhouse, Jane Hahn, Bob Kloepfel, Christi Lawson, Anne Mancilla Excused: Marcia Locke, Nan Pollot, Kay Viggiani

Public Comment: No members of the public attended the meeting

The Secretary's minutes were reviewed. Anne made a motion to approve the minutes as written and Bob W. seconded.

The Treasurer's report: The Treasurer reviewed the report for February 2018. Jane made a motion to approve the report as written and Bob W. seconded.

The Director reviewed her report for March.

### Old Business:

- a. Technology Update: The new computers have been ordered and new monitors had to be ordered. The old monitors were not compatible with the new machines. Each monitor will cost approximately \$100, for a total expense of around \$300.
- b. Building and Maintenance Committee: The Building and Grounds Committee met with the director on Friday, February 23 to discuss obtaining estimates for the lawn care services and roof replacement. The library will pursue NYS Construction aid to help fund the cost of a new roof. Committee members will assist Suzanne in compiling a list of companies to request estimates from for each service.
- c. Personnel Committee: The Personnel Committee met with the director on Thursday, February 22 to review the updated Personnel Policy and Job Descriptions for the staff. The Personnel Policy and Job Descriptions will be presented to the entire board for review and to adopt.
- d. Adopt updated Personnel Policy: The board reviewed the updated policy. Bob W. made a motion to approve the revised personnel policy and Anne seconded.
- e. Adopt updated Job Descriptions: The board reviewed the updated staff job descriptions. Bob W. made a motion to approve the new job descriptions as written and Jane seconded. The director will meet with each staff member to review the responsibilities of their job.

### New Business:

- a. Review updated Meeting Room policy: Suzanne updated the Meeting Room policy. The rates were updated and clarified. Lisa moved to accept the updated policy and Christi seconded.

There being no further business, the meeting was adjourned at 5:37 pm.

Date of the next meeting: April 19, 2018 at 5:00pm