

Clifton Springs Library Board of Trustees
Meeting Minutes
February 28, 2019

In attendance: Tim Piper, Lisa Maslyn, Laura Janas, Grace Groot, Jane Hahn, Bob Kloepfel, Christi Lawson, Anne Mancilla, Kay Vigianni, Suzanne Macaulay

Absent: Bob Woodhouse

Call to order at 5:01

Roll Call

Public Comments: none

Secretary's Report: Motion to accept made by Kay, seconded by Anne, approved

Treasurer's Report: Tabled

Director's Report: Some discussion of a personnel change; Motion to accept make by Laura, seconded by Jane, approved

Old Business:

There was a suggestion to form a committee to begin plans for a 125th Anniversary Celebration. Suzanne, Tim, Kay, Anne and Lisa will represent the BOT. Other community members to be asked. Suzanne will check the charter for the actual date in 1895.

Personnel matters were discussed during the Director's Report.

There are three issues to be discussed concerning facilities:

- a) It is recommended that the furnace be replaced by Dennis from Rose City Improvements for an estimated cost of \$775.00.
- b) The project to install lighting in the teen room is expected to cost \$23,800 with a grant of \$17,910 to cover part of that expense. There was a proposal to add lights in the vestibule and director's office for a total cost of \$29,750, but the grant money would remain the same. This action was tabled until further information is available.
- c) Roof shingles were damaged during the last wind storm and need to be replaced. A motion was made by Anne, seconded by Christi to have the work done. Motion was approved.

New Business:

Suzanne provided a copy of a Key Holder Agreement that would be signed and placed in the personnel file of employees who have keys to the library. It was moved by Anne, seconded by Christi to use this new form when distributing keys. Motion was approved.

Action on Fines and Fees was tabled.

Adjourned at 5:51

Next meeting: Thursday, March 21, 2019 at 5:00 pm