



PHELPS COMMUNITY MEMORIAL LIBRARY
8 BANTA STREET, SUITE 200, PHELPS, NY 14532
(315) 548-3120 WWW.PHELPSLIBRARY.ORG

JANUARY 2016 MINUTES

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES

Minutes of the January 18, 2016 Annual meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Len Kataskas, Kevin Kelley, Carol Priebe, Sheri Sellick, Manager Leah Hamilton
Other Staff and public: Craig Logan, Christa Socha

Public Participation: None

Meeting called to order at 7:00.

1. Approval of 2015 Annual Report
2. Manager's Report:
3. Standing Committee Reports

Building/Technology:Kevin

- library lighting changed to halogen
- security system checked out and operating properly
- new lighting in seating area
- community room outlet burned out repaired by Sam Bishop
- rolling bins from Office Max picked up and set up
- wall panel around hallway book drop painted
- outdoor book drop signage changed
- decorative light replaces fluorescent light in teen room
- plans discussed to remove old A/C units
- NYSEG investigates gas leak
- Children's Room renovation begins
- platform bought to work with Deb's scaffold for paint work
- shelves for Children's Room to be bought with Truax funds
- plan to buy more security cameras
- handrail replaced on back stairway
- A/C units to be disconnected by Sam Bishop; village will remove
- plan to develop rooms under Steam Lab rejected due to rough condition
- main restroom floor replacement requested
- children's room re-opened with a new look
- approval by village to use doors in storage for the workroom and community room
- Deb's exploration hole in the wall repaired

- discussions focus on hiring a cleaner for the rest rooms
- children's room rest room repainted, window now operational and changing table installed
- new floor in main restroom, toilet repaired
- main rest room wall over sink repaired, repainted and new mirror installed
- dry erase board installed in community room with wall hanging quilt on hallway wall
- plug strip mounted over computers in community room
- memorial sign for Margaret Facer hung near children's room

Finance/Funding: Dave

- Total Assets: \$426,321.77
- new financial officer installed this year, John McCarthy
- budget income exceeded budget due to bullet aid and contributions
- budget for 2015 is balanced

Policy/Personnel: Mary Ellen

January

- contract signed by Leah
- Leah's evaluation completed.
- weeding/withdrawal of books policy needed
- part time assistant position discussed,
policy and personnel committee will meet to further discuss this issue

February

- policy committee will meet to review all existing policies.
- trustees presented with salary schedules for 2015

March

- Policy Committee recently met and reviewed all policies
- Steam Lab User Agreements approved
- Budget Policy- the PCML will adopt a budget each fiscal year
- Personnel Policy- the Manager shall present to the Board an annual salary schedule at the Annual Meeting each January per Section VI., Article (g). This will include pay periods, salary, and hours of staff.
- Receipt of Funds/Deposit of Funds Policy developed
- Independent Audit Policy-recommended that every 4 years there be an internal audit, every 5 years an external review.

April

- Whistleblower Policy- approved
- Weeding Policy is a currently being worked on and will be presented at a later date
- Investment Policy approved
- Independent Audit Policy- policy read and changes were discussed. The Policy Committee will meet before the next month's board meeting to discuss changes to the policy

May

-New and/or updated policies were presented for the following areas: Financial Integrity and Accountability, Budget, Payment of Bills, Purchasing, Annual Audit, Financial Report, Deposit of Funds, Gifts and Donations, Disposal and Sale of Surplus or Donated Items, Cash Drawer

-It was mentioned that the Non-Profit Revitalization Act of 2013 is a law that dictates that libraries set policies in accordance with the policies of that law- board approved.

June

-Document retention policy is currently being worked on

July

-Policies approved: Collection Development Policy, Library Collection Disposal Policy, Local History Collection Policy, Request for Consideration, Community Meeting Room Policy, Exhibits Policy

August

-Revisited Purchasing Policy

September

-Purchasing Policy- recommended that purchases may be spent up to \$1,000 without prior approval

-Long Range Planning-board will work with Ron and Lauren from Pioneer Library System in January 2016

- long range plan extended until 2016, board approved.

October

-Purchasing Policy- board approved purchases may be spent up to \$1,000 without prior approval

-Local History Collection Policy was updated and distributed to board members

November

-Renewal of Manager's contract-due by January 6, 2016, Personnel Committee will meet to discuss

- Borrowing and Circulation Policy approved

December

-Manager's Contract reviewed

-Leah will do a self-evaluation and trustees will complete a review of the Manager via email,

- Computer Acceptable Use Policy and Agreement approved

- E-Reader Agreement approved

-Rules of Conduct policy will be reviewed by the policy committee

Public Relations: Carol

1-2/15- Love your Library event attended by 75 people

- Diane Goodman gave speech Leah wrote at Preston Volunteer Dinner
- 4/15-** Daily Messenger photos and interview with Leah about STEAM Lab
- Leah, Deb and Matt Dennis went to Library Advisory Day at the State Capital
- 6/15-**Library exhibited the "Missing Man" table for Phelps American Legion
- 7/15-**Daily Messenger article about the STEAM Lab
- 8/15-** Harry Potter Birthday Party well attended at Library Booth at Sauerkraut Festival (2 days)
 - Finger Lakes Times picture of Sauerkraut Festival booth
- 12/15-** Children's Room Grand Opening article in Daily Messenger and picture in FL Times

4. New Business:

-Vote: Mary Ellen made a resolution to nominate and elect Briana Graham as President for 2016, seconded by Dave. Carol nominated Mary Ellen Darling as Vice President, seconded by Dave. Len nominated David Benz as Treasurer, seconded by Kevin. Dave nominated Carol Priebe as Secretary, seconded by Len. Mary Ellen made the motion to approve the slate of officers as nominated and the board approved it. Carol made the motion to elect Craig Logan and Christa Socha as new trustees, seconded by Mary Ellen and the board approved it.

-Carol Priebe, Secretary, cast a vote for the new slate of officers.

Mary Ellen made the motion to adjourn the Annual Meeting at 7:40 to begin Monthly Meeting: January 18, 2016.

Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Carol Priebe, Christa Socha, Manager Leah Hamilton

Public Participation: Kevin Kelley, Len Kataskas, Sheri Sellick

1. Approval of Minutes, December 15, 2015: approved by Dave, Mary Ellen seconded
2. Approve Finances: Dave reported the current assets and reviewed profit/loss. Dave moved to approve the monthly transactions, Mary Ellen Darling seconded the motion and the board approved it
3. Manager's Report:

PROGRAMMING

- a. A three week workshop on 3D Printing begins January 28th.
- b. Daisy-painted wine glasses will be held January 25th
- c. Mah Jongg is fizzling. Trying to revive it by contacting other Mah Jongg groups.
- d. Ricky Block, who owns a saw mill here in town, has offered to teach woodworking classes for us, as well as provide wood for these classes. The first class will be bird/bat/butterfly house making (3 weeks, February 24, March 2, 9, from 6-8pm), and he will do a demonstration at the 2016 Love Your Library event.

OPERATIONS & BOOKKEEPING:

- a. Annual Appeal update: \$6408 (about \$250 more than last year)
- b. Changes to our DVD collection: DVDs will now be housed behind the Circ Desk in locked drawers and color-coordinated envelopes. Spent upwards of \$450 on replacement costs of DVDs that walked, so this should no longer be an issue. Transfer to the drawers is in progress, starting with the New movies that have a heavier circulation.
- c. The Village Budget request is due Monday, January 25th.
- d. Staff received their 3.5% increases, and as for the remaining \$500 discussed, all staff chose to receive an allotment toward their Health Savings Account based on their weekly hours (\$150/\$150/\$200)
- e. New volunteer: Kathe Latch
- f. Tax Cap/Tax Freeze Override has been filed with NYS

TECHNOLOGY:

- a. PLS offered a grant for Chrome boxes, I applied, and we were granted 2 Chrome boxes with monitors. There will be an OPAC in the Children's Room and the old OPAC will be replaced in the Main Circ area. No date yet.

PUBLIC RELATIONS AND OUTREACH:

- a. NYLA Advocacy Alert: Will be forwarding an email about funding.
- b. Visitors to the STEAM Lab include: three people from the Southern Tier Library System and Hope Decker of Pioneer Library System. Scheduled upcoming visits include Nancy and Karen from a yet to be determined school district and 8 teachers and administrators from the Wayne CSD, as well as a scheduled phone interview with a PhD. student at the University of Wisconsin who is writing her dissertation on makerspaces in public libraries.
- c. Presented the Workplace Literacy project to the Clifton Springs Rotary Club, along with Jeremy Hughes of Literacy Volunteers of Wayne County.
- d. On the 27th, I will present at the RIT Inn and Conference Center for BOCES WFL and GV on makerspaces.
- e. 2016 Love Your Library event will be held on Wednesday, February 10, 2016. We will need to ask our Events Committee to provide goodies.

OTHER STUFF:

- a. Luna escaped twice. She ate a hole through her plastic tray, but Benemy Welding has donated a custom stainless steel tray, so the escape artist will be staying put from now on.
- b. New York State Construction Grant update: we should hear in June/receive money by July.
- c. At my request, Vicki watched a series of webinars on Early Literacy. She took from it several viable and interesting ideas to enhance our early literacy programs, and I will support her in implementing these ideas.
- d. Trustees are invited to attend a webinar at Pioneer Library System on Using Change Management to Transform Your Library. Register at www.pls-net.org under the calendar. February 4th, 2:30-3:30pm.

- e. All are invited to the Preston Volunteer Dinner on Saturday, January 23rd, 6pm.
- f. Advocacy Day in Albany is March 2nd. Who would like to go?

OUTREACH:

- a. Local jobs within the 14532 + 5 miles are now listed on our website. I will update them weekly. Have contacted Chamber of Commerce, Mayor's office and BDTC to help spread the word to Phelps businesses.
 - b. Mango, the language learning website, is now available for free to our patrons. They just need to logon with their library card.
4. 2016 Committee Assignments:
Policy/Personnel: Chair= Mary Ellen, Dave
Finance and Funding: Chair- Dave, Christa
Public Relations: Carol
Building/Technology: Chair=Craig, Mary Ellen
Brianna as President will be included in all the above committees.

5. Standing Committee Reports

Building/Technology: Craig

-NYSEG visited the library-70% is reimbursable for LED lighting cost

Finance/Funding: Dave, Christa

-Salary schedule to be submitted to Dave by Leah including dollar amounts and dates

-Mary Ellen made the motion to pre-approve daily expenses (insurance, phone, etc.), Dave seconded the motion and the board approved it

-Tax Cap override filed

-Leah will make Village Budget request by due date of 1/25

-Claims Auditor Schedule –one person per month will oversee expenses and approve finances with signature, Bri will email the schedule for 2016 and Diane Goodman will contact the monthly person as to the date to come to Library and sign

Policy/Personnel: Mary Ellen

-contract signed by Leah with goals and objectives for 2016

-Leah's evaluation completed

Public Relations: Carol

-Mystery Dinner-Planning Committee: Deb, Leah, Carol, Mary Ellen, Briana will meet to plan

6. Unfinished Business:

-Long Range Planning committee will consist of Craig, Leah, Deb, Mary Ellen, Briana, date to be set for Ron Kirsop from Pioneer Library System to begin long range planning process with committee

Meeting adjourned at 8:45.

Next Meeting: February 15, 2016

Respectfully Submitted: Carol Priebe

FEBRUARY 2016 MINUTES

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES

Minutes of the February 15, 2016 Monthly Meeting

Present: Roll Call: Briana Graham, Craig Logan, Carol Priebe, Christa Socha, Manager: Leah Hamilton.

Absent: David Benz, Mary Ellen Darling

Other Staff and Public: John McCarthy, Debra Dennis , Sally Logan

Public Participation: John McCarthy, Financial Advisor, discussed the recent market (China influence, interest rates raised in December 2015 to slow economy, and oil down 70% since 2014). John presented and discussed a document showing the Callan Periodic Table of Investment Returns. He explained that the stock market was down 5-8% in 2015, currently down 9%. The library portfolio is now down 5.16% to date.

Meeting called to order at 7:07 p.m.

1. Approval of Minutes, January 18, 2016, approved by Christa, Craig seconded.
2. Carol made the motion to suspend Article 5, Section I, (president ineligible for re-election) to allow Briana Graham to serve as President for one (1) additional year, seconded by Christa and approved by the board.
3. Approve Finances: Briana reviewed the current assets and profit/loss. Briana made the motion to approve the monthly transactions. Carol seconded the motion and the board approved it.

4. Manager's Report :

PROGRAMMING

- a. 3D Printing Class, current and repeat in April
- b. Advanced Arduino Class
- c. Hammered Metal Bracelets may or may not be a go
- d. Master gardener class
- e. Woodworking class: Cutting Boards and Bird houses
- f. Love Your Library update (postcards, attendance, presentation, etc.)
- g. Spanish-speaking families

- h. Teens & Boy Scout Lock In (March 5th): Arduino
- i. Brownies: Painting
- j. Mah Jongg is dead.

OPERATIONS & BOOKKEEPING:

- a. Whistleblower Policy
- b. 2015 NYS Annual Report
 - i. Noted that there were “unusual circumstances,” with the Children’s Room being closed for 2 months. Significantly affected circulation of Children’s materials
 - ii. COLLECTION: +300 Adult books, -200 Children’s books, but overall collection relatively same quantity as last year (~100+). Videos +300.
 - iii. PROGRAMS: +1500 in attendance, # of sessions almost doubled (1187 vs. 660). Preschool Story Hour attendance down (attributed to Children’s Room being closed and multiple holidays falling on Thursday). Digital Literacy up: 42 vs. 5 sessions / 881 vs. 45 attendance).
 - iv. CIRCULATION: Circulation across the System was down. Here, Adult was flat. Children’s down by 2,000 (attributed to being closed 2 months). Overall Circ was down 1,200. All in all, given extenuating circumstances, not that bad!
 - v. REFERENCE: +400
 - vi. ILL: Items received were down 200 (means we have the materials her that people need and we don’t have to get them from another library). Items provided were up over 300 items (means that we have them materials that people across the System want!). This data is fantastic!!
 - vii. TECHNOLOGY: Website visits +620. Internet sessions (Computer use) +500. Wireless sessions +150. All in all, a FABULOUS YEAR!
- c. Village Budget Request
- d. Town of Phelps funding received / Visit to Avon
- e. Annual Appeal Update: \$6,588 (+\$400 from 2014)
- f. W2s distributed
- g. Attending a free seminar on Avoiding HR Pitfalls on Thursday, Feb 18th
- h. Village: Shavings removal request & Heat increased
- i. Teen Room (Cards/Furniture)
- j. Signage to come
- k. Weeding in Fiction and Nonfiction
- l. New book sale shelf
- m. DVD’s are behind the desk now. Met with 3M Security – not feasible.
- n. Children’s Room DVDs no longer slip sliding away...

TECHNOLOGY:

- b. Software License to operate Chrome Books in Children’s Room
- c. Chrome boxes installed; new OPAC in Children’s Room

PUBLIC RELATIONS AND OUTREACH:

- g. Shannon of the University of Wisconsin: Maker-in-Residence

- h. Tours: Pal-Mac School Librarians, FLCC Librarians, LVOY Board, Wayne Central SD Administrators, Teachers, and Librarians
- i. Presentation at BOCES at RIT Inn and Conference Center
Preston Foundation

5. Standing Committee Reports

Building/Technology: Craig

-Volunteer Kevin Kelley installed more security cameras

Finance/Funding: Briana

-Craig made the motion to approve the salary schedule as presented, Christa seconded the motion and the board approved it

- Upcoming village budget request presented to trustees by Leah in a unique “passport” presentation

-Town funding discussed as in Manager’s Report above (contribution remained the same as 2015)

Policy/Personnel: Briana

-all present board members signed the Whistleblower Policy and Agreement

-Christa made the motion to accept all policies listed below as currently recommended, seconded by Carol and approved by the board

- Claims Auditor Job Description
- Safety Policy
- Determining Compensation Policy
- Fixed Assets Capitalization Policy
- Technology Disaster Plan
- Online Banking Policy
- Conference and Travel Policy
- Performance Evaluation Policy
- Emergency Closing Policy
- Treasurer’s Responsibilities Policy

The Library Disaster Recovery Policy is currently being written

Public Relations: Carol

-Mystery Dinner will be held Saturday, April 30th at the Phelps Hotel with 120 tickets to be sold. Deb has confirmed date and is checking prices for the meal. The mystery written by Mr. Rick Cicarelli is called “Murder Times Two”. Mystery dinner explained to new trustees in regards to obtaining funding and auction items. Ticket prices will be 35 single/65 per couple. Trustees will sell 10 tickets each. Deb will e-mail trustees the letters to be printed and sent to donors; envelopes may be picked up at the library

- Love Your Library event had 80 postcard invitation sent out but only 2 attended from that group invited, next year will try a different approach. A total of 54 people attended the event, heart shaped cookie cutters made on the 3D printer were given out and plenty of wonderful refreshments provided by volunteers

-Advocacy Day will be on March 2nd, Leah attending and possibly Vicki Emerson

6. Unfinished Business:

-Long Range Planning with Ron Kirsop- survey presented and discussed. Dave emailed his concern regarding the # of choice options on the survey and indicated he would like to see more choices offered

7. New Business:

-Carol made the motion to elect Sally Logan as a new trustee to the library board, Christa seconded the motion and the board approved it

Meeting adjourned at 8:53

Next Meeting: March 21, 2016

MARCH 2016 MINUTES

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES

Minutes of the March 21, 2016 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling Briana Graham, Craig Logan, Sally Logan, Carol Priebe, Christa Socha, Manager: Leah Hamilton.

Other Staff and Public:

Meeting called to order at 7:00 p.m.

8. Approval of Minutes, February 15, 2016, approved by Christa, Mary Ellen seconded.
9. Approve Finances: Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Mary Ellen seconded the motion and the board approved it.

10. Manager's Report :

PROGRAMMING

- A. Beginners' Woodworking No. 1: Cutting Boards, recap
- B. Advanced Arduino, update
- C. Boy Scout Lock In
- D. Brownies learn to Paint
- E. Upcoming programs (can't get signup sheets out of my office without them being nearly full!):
 - A Series in Felting, No. 1: An Introduction, Tuesday, April 5th, 6-8pm
 - Introduction to 3D Printing: Thursdays 6-7pm, April 7th, 14th, and 21st.
 - Group Psychic Reading with Steven Albert: Friday, April 8th, 6-8pm.
 - A Series in Felting, No. 2: Bouncy Ball Felting, Tuesday, April 12th, 6-8pm
 - A Series in Felting, No. 3: Nuno Felted Scarves, Tuesday, April 19th, 6-8pm
 - Beginners' Woodworking No. 2: Bird and Bat Houses, Wednesdays, April 20th, 27th, and May 4th
 - Wine Bottle Wind Chimes: Monday, April 25th, 6-8pm

- A Series in Felting, No. 4: Felted Jewelry, Tuesday, April 26th, 6-8pm
- Clifton Springs YMCA Healthy Kids; April 30th
- May the 4th Be With You.

OPERATIONS & BOOKKEEPING:

- A. Delivered paperwork to accountant for 990. Should be completed in a couple of weeks.
- B. Closed the Library on February 16th due to weather. All regularly scheduled staff was paid per policy.
- C. Presented to the Village Board, and we were fully funded our request of \$47, 500.
- D. Soliciting in a religious fashion.
- E. Request: Shades back up in the Children's Room
- F. PayPal vs. Square: Considering switching because PayPals rates are lower and Square's new chip readers do not work/do not work with our technology

STAFF NEWS: GOING ABOVE & BEYOND

- A. Vicki:
 - Stayed at extra 10-15 minutes so that a patron could finish a computer project
 - Helped a patron order lost library materials as replacement so that they could save money
- B. Diane:
 - Entering long range planning surveys into the computer
- C. Deb:
 - Materialized a bird's nest for a patron
 - Printed a teacher's manual that accompanied a library book, and now that manual is in our circulating collection
 - Working closely with a member of the community to 3D Print an adjustment wheel for his scope
 - Boy scouts Lock In
 - Became VP of the Paralibrarian Roundtable for NYLA
 - Would like to go to NYLA
 - Special ordered a book for a library patron
- D. Leah:
 - Located a movie at home for a patron who needed it for a program that night
 - Taught thirteen 6-8 year olds how to paint without paintbrushes
 - Opportunity to publish in Library High Tech News
 - Teaching Greece Public Library staff how to create 3D signage on April 26th
 - Storytelling judge for the Midlakes Elementary school library, April 19th-21st
 - Presenting to the Clinton-Essex-Franklin Library System in Plattsburgh on April 1st on Making Space for a Makerspace
 - Would like to go to Maker Faire in San Francisco...
 - Attending a webinar at PLS on Makerspaces: the library's legal answers on March 23rd
 - Attended other seminars and webinars: a) Building Business Relationships with Embedded Librarianship; b) Insurance for Libraries, which resulted in a meeting request with our Insurance Agent; and c) At Woodcliffe, a seminar on

Employment Pitfalls for the Unwary Employer. Excellent. There will a Trustees and Directors meeting at PLS on April 22nd with a repeat of this program. Highly recommended attendance. Register at pls-net.org.

E. Other:

- Deb and Vicki attended a Summer Reading Workshop
- Diane and Vicki wish they had more time now that DVDs are behind the desk; storing them this way is very time-consuming

TECHNOLOGY:

- A. Chromebooks ready to use as additional laptops
- B. New TV in Teen Room, with rules and regulations. Can stream a free app called Curiosity Stream. Teens and Tweens can log in to their Netflix accounts or watch YouTube videos. Noise and rowdiness has decreased SIGNIFICANTLY
- C. Requests:
 - Deb has requested the Lulzbot Taz Mini to live up by the Circ Desk
 - Cabinets for the STEAM Lab – Lowe's
 - New vacuum for the library – Miele Calima

PUBLIC RELATIONS AND OUTREACH:

- A. Maker-in-Residence: Update
- B. Library Advocacy Day with Senator Nozzolio (see photos)
- C. STEAM Lab Tours: Wayne Drumlins coming April 20th; couple from Victor drove in a snowstorm to visit because they'd heard about us in Livonia and were told they HAD to go here NOW!; Wayland Cohocton CSD brought 5 people, including teachers, librarians, and tech staff; Ovid and Trumansburg Libraries directors plus Ovid Board President came together; teacher from Marcus Whitman CSD.
- D. School Age Program wants to collaborate on a regular basis as well as a summer camp
- E. Digital Newsletter sent to 144 subscribers last week; and I plan to create a monthly calendar from now on, since we've heard from patrons that it is very helpful
- F. Website is being updated; simplifying, fewer clicks, more on homepage.
- G. Jobs on website... No one from the community has sent job listings despite promotion by Mayor, BDTC, and PCoC, and there currently aren't any available on NYS DOL database.
- H. Workplace Literacy Update: Located a student. Rubric written. Grants sought.
- I. Focus Groups

SYSTEM-WIDE:

- A. 2016 Construction Needs Update
- B. E-Rate letter signed and sent

II. Standing Committee Reports

Building/Technology: Craig

- Mary Ellen made the motion to approve purchase of new vacuum for library, Sally seconded the motion and the board approved it
- Christa made the motion to approve purchase of a steel garage storage system for the STEAM Lab, not to exceed \$1400, Mary Ellen seconded the motion and the board approved it
- Volunteer, Kevin Kelley has installed a new outlet in the teen room for the new television as well as additional cameras; he plans to install a security alarm in the community room and children's room, hang pendant lights

Finance/Funding: Dave

- Leah attended the March 11 Village Budget meeting and presented her funding proposal via a unique boarding pass, request was fully funded at \$47,500
- the minimum wage may raise at the end of 2016, Leah was asked to do a projection for the Pioneer Library System and presented her projection to the board. It was mentioned that salaries cannot be funded by grants or bullet aid
- Fair Labor Standards Act will change in 2016 and will affect the Manager's salary. The minimum exempt salary is \$23,600; the generally accepted 2016 proposed increase is said to be \$50,440. Options include: (1) reclassifying employees as non-exempt (non-salaried) or (2) raise salaries to meet the newly established minimum. Discussion will continue at next month's board meeting

Policy/Personnel: Mary Ellen

- Privacy policy updated and vaping policy added to the current smoking policy; all policies, procedures and forms are in one place. In January of each year the policy handbook can be renewed by the board and each employee will receive a handbook
- Christa made the motion to adopt the policy handbook as presented, seconded by Craig and the board approved it. The board wishes to thank Leah for her extensive work on developing all policies for the PCML!

Public Relations: Carol

- PCML website has been updated by library staff with easy links to commonly accessed pages
- Mystery Dinner list of donors discussed, trustees can access list on google docs, continue to contact donors the last week of March with follow-up call in April
- Leah attended Library Advocacy Day on March 2nd in Albany and met with Senator Nozzolio

12. Unfinished Business:

- Long Range Planning with Ron Kirsop- the first focus group met on March 19th, two more are scheduled; Diane Goodman is entering all surveys returned to the library onto one computer document

13. New Business: no new business at this time

Meeting adjourned at 8:37
Next Meeting April 18, 2016

APRIL 2016 MINUTES

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES

Minutes of the April 18, 2016 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Sally Logan, Carol Priebe, Christa Socha, Manager: Leah Hamilton

Other Staff and Public: Shannon from the University of Wisconsin, Maker –In-Residence

Meeting called to order at 7:01 p.m.

14. Approval of Minutes, March 21, 2016, approved by Mary Ellen, Christa seconded.
15. Approve Finances: Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Mary Ellen seconded the motion and the board approved it.

16. Manager's Report :

- **A Series in Felting, No. 1: An Introduction, Tuesday, April 5th, 6-8pm**
Full class, and attendees had a great time!
- **Introduction to 3D Printing: Thursdays 6-7pm, April 7th, 14th, and 21st**
Full class, plus a request for 3D Printing for kids. Working on that...
- **Group Psychic Reading with Steven Albert: Friday, April 8th, 6-8pm**
99 people attended! Steven was concerned that he didn't get to everyone given the large crowd, so he has offered to come back on June 10th from 6-8:30pm.
- **A Series in Felting, No. 2: Bouncy Ball Felting, Tuesday, April 12th, 6-8pm**
Lighter attendance due to conflicting schedules, but it was the perfect size for this kind of task. Lots of ball bouncing going on! We have a waiting list for the next class on Nuno Felted Scarves.
- Preserving your Family Archive, at the Clifton Springs Library, March 22nd. Going to advertise to the community that we can assist with preservation and water events. (Hope's family, various community members)

Upcoming:

- April's LEGO Club 28: first 5 attendees will receive a free LEGO Frisbee
- Greece Public Library requested a workshop on 3D signage; Leah will teach on April 26th, 10am-1pm.
- A Series in Felting, No. 3: Nuno Felted Scarves, Tuesday, April 19th, 6-8pm
- Beginners' Woodworking No. 2: Bird and Bat Houses, Wednesdays, April 20th, 27th, and May 4th, 6-8pm
- Wine Bottle Wind Chimes: Monday, April 25th, 6-8pm
- A Series in Felting, No. 4: Felted Jewelry, Tuesday, April 26th, 6-8pm
- Clifton Springs YMCA Healthy Kids; April 30th
- May the 4th Be With You, 3-5pm
- Working on a workshop on positive body image for adult women.

OPERATIONS & BOOKKEEPING:

- G. Need to adjust the prices of large format printing to all 13 x 19 to \$5.00.
- H. Vote on 990
- I. Shelving in STEAM Lab
- J. Shannon is here!
- K. New payroll company
- L. Memorial Bookplates have been redesigned

TECHNOLOGY:

- A. Webinar: Legal issues for Libraries with Makerspaces, followed by creation of the List of Hazards and Warnings and a HOT! Sign for 3D Printer.

PUBLIC RELATIONS AND OUTREACH:

- J. Now listed on the makerspace listing through the University of Michigan's Maker Bridge.
- K. Mystery Dinner: Ads placed in Merchandiser and FLT's Jumpstart. Tickets for Board members.
- L. Events Committee – Proposed members of Friends Group

IRONS IN THE FIRE:

- C. Maker Expo in Elmira, May 21st; we were asked to have a table
- D. Phelps Clifton Springs Retired Teachers, May 18th: Leah to speak on Phelps Library's innovations
- E. NYLA, November 2nd-5th: Reserved a room for Leah and Deb
- F. Plattsburgh – Leah's visit to Clinton-Essex-Franklin Library System to teach Making Space for a Makerspace (reviews)
- G. Storytelling Festival, April 19-21, at the Midlakes Elementary School
- H. Wayne Drumlins coming for STEAM Lab tour on April 20th from 7:30-8pm
- I. Invited to visit Syracuse University's Maker Space on April 28th from 11-1pm.
- J. Workplace Literacy Update – We have a tutor and a student and a rubric ready to go! Grants written and awarded, thanks to Paul at LVOY.

17. Standing Committee Reports

Building/Technology: Craig

-Makerspace shelving has arrived and is being installed. Volunteer Pat Taloma is repairing holes (made by removal of previous shelving) in the Children's Room and painting. Volunteer Gary Mosher is unpacking the shelving.

-lights in the community room have been installed but inoperable due to wiring issues, electrician Sam Bishop may need to be contacted to work on making wiring operable

Finance/Funding: Dave

-fundraising process discussed with regard to obtaining sponsors for the Mystery Dinner, pros and cons of requesting donations, to be discussed again at May meeting after this year's dinner is over

- Mystery Dinner updates: auction items will start to be displayed in the library to generate interest from patrons visiting library, trustees to donate items for the “winner” basket at the auction (food, beverages, entertainment items, etc.)
- minimum wage schedule presented for the time period 2016-2020 with an expected hourly wage of \$12.50 by 2020
- suggested that students needing C-DOS requirements may be future volunteers at the library for custodial work
- Mary Ellen made the motion to accept the 990 tax forms as completed and submitted, seconded by Craig and motion approved by the board

Policy/Personnel: Mary Ellen

- Mary Ellen made the motion to add the hazards and warning sections to the STEAM Lab policy, seconded by Craig and approved by the board
- Mary Ellen made the motion to raise the price for large format printing from \$4 to \$5 for all 13x9 inch paper

Public Relations: Carol

- Finger Lakes Times contacted by Leah, they indicated they would do a story related to Shannon, Maker-In-Residence from the University of Wisconsin and the related programming in the STEAM Lab
- Leah will submit an article on the same topic as above with pictures to the Daily Messenger
- the workplace literacy program is a topic for a press release in the future

18. Unfinished Business:

- Long Range Planning–Assistant Director Ron Kirsop’s Focus Group Report conducted in March 2016 with three community focus groups was presented to the board and discussed in length, including priorities of the Phelps Community, challenges facing the community and library, additional services that would enhance the library and a summary of the information obtained. Leah will meet with the newly elected Mayor to discuss the results of the survey
- a retreat for trustees with Ron Kirsop was recommended, Leah will provide follow-up next month

6. New Business

- team building program called Sherlock’s Study to help library staff and trustees build team skills was presented and discussed
- Meeting adjourned at 8:44 p.m.
Next Meeting: May 16, 2016

MAY 2016 MINUTES

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES

Minutes of the May 16,2016 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Sally Logan, Carol Priebe, Christa Socha, Manager: Leah Hamilton

Other Staff and Public: Ron Kirsop, Pioneer Library System, Asst. Director

Other Staff Participation: Ron Kirsop facilitated a discussion related to long range planning for the PCML based on a recent small sample survey of anecdotal information from community members. Ron asked the board to express their future goals for the library as well as challenges facing the library. He explained the template that may be used for long-range planning and suggested the goals be kept simple and paired with attainable action items. The Long Range Planning Committee will consist of board members Bri and Mary Ellen as well as Manager, Leah. Board members will submit any further recommendations by email to Leah. The Long Range Planning Committee will prepare a 1-3 page document, present it at the next meeting and make changes as necessary.

Meeting called to order at 7:00 p.m.

19. Approval of Minutes, April 18, 2016, approved by Christa, Mary Ellen seconded.

2. Approve Finances: Dave explained that \$5,000 was taken out of Ameritrade recently as approved by the board last month. Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Mary Ellen seconded the motion and the board approved it.

3. Manager's Report:

PROGRAMMING

- Felting
- 3-D Signage with the Greece Public Library, April 26th
- CS YMCA Healthy Kids, April 30th
- May the 4th Be With You, May 4th
- Bird Houses, last in the series on May 11
- Storytelling Festival Reception, May 11
- Scratch Day, May 14th

Upcoming:

- Daytime Adult Bookclub, May 19th (Tuesdays)
- HandCraft Club, 1pm on Mondays
- Psychic Cancelled
- Shibori Series, May 17, 24, 31
- Wayne Drumlins, May 18th
- Maker Expo in Elmira, May 21st
- American Legion Missing Man Table arrives on June 2nd

OPERATIONS & BOOKKEEPING:

- Report to Preston Foundation complete. Very positive feedback.
- 4 of 5 rolling bins have been sold
- Budget lines: Postage/Shipping and Handling
- NYS Construction Grant update: asked to make changes
- OWWL Costs \$5,169 in 2015 vs. \$5,226 in 2016 (\$57 increase)

PUBLIC RELATIONS AND OUTREACH:

- STEAM Lab visits from Hope Decker and Jessie, Cohocton Library, teachers from Naples tomorrow, Principal Emory Roethel of P-TECH program at Midlakes (update on that)
- Article in the Messenger Post

IRONS IN THE FIRE:

- Leah will be out May 17th and 18th (part of the days) for funeral services
- Phelps Clifton Springs Retired Teachers, May 18th: Leah to speak on Phelps Library's innovations
- Visited Syracuse University's Maker Space on April 28th
- Workplace Literacy Update – Issues
- Lauren has asked me attend RLRT session in Hammondsport
- Budding Readers
- Leah to present at the next PLS System Meeting on makerspaces
- Shannon has left. Sigh... What she offered during her final consult

4. Standing Committee Reports

Building/Technology: Craig

- Sam Bishop, electrician resolved the light issue in community room
- rear entrance needs repair as steps and railing are not in good shape, Leah will check the lease for responsibility for outside repairs
- Craig is completing the shelving for the teen room and will be bringing the shelves in soon

Finance/Funding: Dave

- change in budget lines was discussed: Postal Shipping and Handling will remain part of the materials budget rather than in general postage, shipping and handling
- Mystery Dinner was well attended with a \$500 increased profit from the 2015 dinner , budget breakdown of profit received: \$875-auction, \$175 wooden bench, \$2,938 dinner, \$1,709 sponsors for a total of \$5,704. The board wishes to thank Deb Dennis for her leadership in planning the dinner
- Preston Foundation funding future request and final report were submitted by Leah and well received by the foundation board

Policy/Personnel: Mary Ellen

- staff vacation cap requested at 3 weeks for hourly staff, to be further discussed at next meeting
- 3 D printing fees discussed: if patrons request a specific item beyond filament costs the fees will be 10 cents per gram
- purchase of 3D scanner discussed

Public Relations: Carol

- Daily Messenger published article written by Leah about Shannon, Maker-In-Residence from the University of Wisconsin and the related programming in the STEAM Lab
- Mary Ellen will contact the Finger Lakes Times photographer to cover the shibori class in the STEAM Lab

5. **Unfinished Business:** none

6. **New Business:** none

Meeting adjourned at 9:10

Next Meeting: June 20, 2016

JUNE 2016 MINUTES

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES

Minutes of the June 20, 2016 Monthly Meeting

Present: Roll Call: Mary Ellen Darling, Briana Graham, Carol Priebe, Christa Socha, Manager:
Leah Hamilton

Absent: David Benz, Craig Logan, Sally Logan

Meeting called to order at 7:00 p.m.

1. Approval of Minutes: due to lack of quorum for voting, minutes not approved at this time, tabled until July meeting
2. Approve Finances: due to lack of quorum for voting, finances not approved at this time, tabled until July meeting

3. Manager's Report:

PROGRAMMING

- Shibori x 3
- Daytime Adult Book Club
- Wind Chimes
- STEAM Lab users: 35mm film to digital convertor; shibori walk-ins, Legos, Lego Robotics, conservation requests
- Preserving Your Family Archive
- Flower Pounding
- Lock-in for the Girl Scouts: Bugs
- Chem Free Party

Upcoming:

- Julie Burgess: Young Living Essential Oils classes: Summer, Clean Your House Green, and Spa Day at the Library
- Landscape Painting
- Steampunk Jewelry
- Wool Dyeing classes
- P-TECH Teachers, June 23rd
- Summer Reading begins July 5th
- Storytime Yoga with Pat Finnerty, July 7th

- Safe Harbors

PUBLIC RELATIONS AND OUTREACH:

- Met with Reading teachers and PCC School Age program
- STEAM Lab visits from 3 teachers from Naples, Reading teacher from Midlakes
- ReMaking Education, for PCS Retired School Teachers; Making Space for a Makerspace for Pioneer Library System
- Thank you card from Shannon
- Linda Bolan and Budding Readers

OPERATIONS & BOOKKEEPING:

- Wrote a grant request to Clifton Springs Rotary for \$496 for 8 Amazon Fire tablets and child friendly cases, to collaborate and support the Midlakes Elementary reading teachers and their program. The request was granted. The funds have been received and the tablets purchased. MyON has been installed on the tablets. We will track these tablet requests.
- Moving the Makerspace (clean tech)
- Village of Phelps funding received
- Now receiving the Messenger Post
- \$15,000 in Bullet Aid!

IRONS IN THE FIRE:

- Library Trustee Workshop, July 12th
- Would like to attend the Maker Faire in NYC in October. I will pay myself. Would the library be willing to help?
- Participated in the Pioneer Library System's Focus Groups. Top projects were an overhaul of PLUM and Community Programming Calendar for all 42 libraries.
- Virtual Reality has arrived in Phelps!
- Sauerkraut Weekend

5. Standing Committee Reports

Building/Technology: Leah

- teen shelving installation in process by Craig
- maintenance discussion tabled until July meeting
- back entrance is worse, needs immediate attention

Finance/Funding: Leah

- the Fair Labor Standards Act does not affect Leah's salary
- Clifton Springs Rotary Club provided a technology grant for the PCML in the amount of 496 dollars for purchase of 8 tablets with myON reading program(currently used by students in Midlakes district)

-Preston Foundation upcoming grant request discussion, request for repair to back entrance a possibility

Policy/Personnel: Mary Ellen

-Mary Ellen attended the LTA Conference in Albany on June 10-11 as a member of the Board of Trustees (member of Education Committee and Communications Committee) and received orientation packet for new trustees. Mary Ellen submitted our policy manual to the state wide group, the LTA plans to update their policy webpage

Public Relations: Carol

-photographer from FL Times contacted by Mary Ellen and took photos of shibori class at STEAM Lab, no article in Times, Carol will submit photo and caption for publication

6. Unfinished Business:

-Leah will contact Ron Kirsop at Pioneer Library System to set up a time to complete Long Range Planning

7. New Business: none

Meeting adjourned at 7:50

Next Meeting: July 18, 2016

JULY 2016 MINUTES

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES

Minutes of the July 12 ,2016 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Sally Logan, Carol Priebe, Manager: Leah Hamilton Absent: Christa Socha

Meeting called to order at 7:00 p.m.

1. Approval of Minutes, May 16, 2016, 2016, approved by Mary Ellen, Dave seconded.
Approval of minutes for June 20, 2016, approved by Mary Ellen, seconded by Sally.
2. Approve Finances: Dave reviewed the current assets and profit/loss for May and June. Dave made the motion to approve the monthly transactions. Mary Ellen seconded the motion and the board approved it.
3. Manager's Report:

PROGRAMMING

- Julie Burgess: Young Living Essential Oils classes: Summer, Clean Your House Green, and Spa Day at the Library
- Steampunk Jewelry
- Wool Dyeing classes
- Summer Reading began July 5th

- Storytime Yoga with Pat Finnerty, July 7th, in general, summer reading numbers are down for the community at large. Budding Readers Books are a big hit! Helper Jack Laird (11 yrs old) has been a huge help. PCC smaller than last year.
- Safe Harbors with Rebecca Godwin; very engaging (28 attendees)
- VR Goggles
- Donation of a \$600 sewing machine by community member
- STEAM Camps for School Age Program
- myON tablets purchased through a Rotary Grant have been used 16 times
- Walk-ins for STEAM Lab for the past month: 29
- Watercolors next month for STEAM Station

Upcoming:

- Felting in August
- Cutting Boards with master craftsman in September
- Wine Rack with master craftsman in November
- Looking for classes for October; sewing, in particular.

PUBLIC RELATIONS AND OUTREACH:

- Linda Bolan and Budding Readers – Donation of masses of books, new role for libraries, and new coupon campaign starting next week.
- Red Jacket Rotary presentation on STEAM Lab
- P-Tech visit & Summer orientation
- Sauerkraut Weekend

OPERATIONS & BOOKKEEPING:

- Clean URLs
- More donations for Annual Appeal \$6335.84 (2016) vs. \$6348.64 (2015)
- Interact donation of \$250
- Incidents: Teen Behavior and a damaged knee
- Closed August 26th & 27th for cleaning and electrical work by Sam Bishop
- NYS Construction Grant awarded \$12, 917
- Apply for grant to Preston Foundation prior to their August meeting
- Staff Vacation resets September 1st; final discussion re: review of vacation policy?
- Renewed the SAM (System for Award Management) Federal Entity registration
- Renewed (3 years) and transferred the website domain to Wix, and renewed the hosting for 1 year. Formally registered to David Furber.
- Magazine storage has been revamped

IRONS IN THE FIRE:

- American Library Association: STEAM Lab to be a Program Model and webinar on November 2nd with Princeton Library.
- Origami class for the Groveland Correctional Facility
- Maker Faire: all registered for October 1st and 2nd lodging, travel, and entrance fees

4. Standing Committee Reports

Building/Technology: Craig

- teen room shelving update: Leah will sell old shelves, new ones to be installed shortly
- discussed maintenance and possibility of someone to help Kevin Kelley with further library projects, Leah will contact Kevin to see if he is interested in having help
- Leah reported that the village indicated the library is responsible for the upkeep of the rear entrance. At this time volunteers are needed to use deck stain to fill in cracks in the deck-possibly contact a person on the volunteer list for this job
- discussed Sam Bishop, electrician, to replace all fluorescent lighting with LEDS beginning in the main circulation area, funded as part of the NY State Construction Grant

Finance/Funding: Dave

- no change needed for the Fair Labor Standards Act at this time
- 8 Amazon Fire tablets and protective cases purchased through grant from the Rotary (see information in Manager's Report)
- Leah will apply to the Preston Foundation Grant in the amount of \$27,000) for flooring and a door to the Community Room. She will also start a search for a sole proprietor for this project.

Policy/Personnel: Mary Ellen

- Mary Ellen and Carol attended the Pioneer Library System (PLS) Trustees Focus Group meeting this month to participate in discussing how the PLS currently supports and can continue to support component libraries
- Mary Ellen attended the financial workshop held at PLS to learn more about the legal responsibilities of trustees for the library, non-profit policies and procedures, and auditing
- Brianna, Dave, and Leah to meet before August board meeting regarding staff vacation policy

Public Relations: Carol

- no PR to report this month

5. Unfinished Business:

-Long-Range Planning committee to meet and set top 3 priorities for board, staff, manager with specific goals and tasks (9-15 total goals) , 3-5 specific action items. Ron Kirsop from PLS recommended that Leah write first report and present to committee. Suggestion given to use goals from Leah's most recent evaluation. Long-range Planning Committee members are Christa, Sally, Mary Ellen with Bri and Leah also included

- NY State Construction Grant-90% of money will be distributed in the next few months, project will be completed, file information about project, and receive the next 10% of funding

6. New Business: none

Meeting adjourned at 7:44

Next Meeting: August 15, 2016

AUGUST 2016 MINUTES

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES

Minutes of the August 15, 2016 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Sally Logan, Carol Priebe, Christa Socha, Manager: Leah Hamilton

Meeting called to order at 7:00 p.m.

1. Approval of Minutes, July 18, 2016, approved by Dave, Mary Ellen seconded and the board approved the minutes.
2. Approve Finances: Dave reviewed the current assets and profit/loss for July. Dave made the motion to approve the monthly transactions. Carol seconded the motion and the board approved it.

3. Manager's Report:

PROGRAMMING

- Julie Burgess: Young Living Essential Oils classes: Summer, Clean Your House Green, and Spa Day at the Library
- Steampunk Jewelry
- Felting Classes: Intro to Wet Felting, Bouncy Ball Felting, Felted Jewelry
- STEAM Camps for School Age Program
- Japanese Lantern Decorating

Upcoming:

- Soldering Basic Electronics - September
- Basic Arduino - October
- Cutting Boards with master craftsman in September
- Wine Rack with master craftsman in November
- Glowforge Pro to arrive in March 2017 – Used 2015 State Bullet Aid (\$\$ remains)
- LEGO Wall to be installed at cost of \$120

PUBLIC RELATIONS AND OUTREACH:

- Finger Lakes Times article, August 8th, 2016 – Front Page!
- Quote from visiting Patron:

"The Phelps Community Memorial Library is the most beautiful library I have ever been in! They have paid attention to every single detail. From the umbrella and picnic table in the Children's Room to the electronics table to the book selection to all of the little seating nooks around the library, it is EXCEPTIONAL. When people come to Phelps, they should come visit the library. It is truly a gem!"

~ Linda Oley

- PCoC / phelpsnyc.com

OPERATIONS & BOOKKEEPING:

- Teaching Tech to staff at staff meetings
- Closed August 26th & 27th for cleaning and electrical work by Sam Bishop
- Flooring Quote (working on grant for Preston; waiting for quote for Meeting Room door)
- New shredder here
- New volunteer from school
- Update Exempt Organization Certificate
- Children's Room: latch key kids and room organization
- Father wants to block daughter's account. Need Board approval per Borrowing and Circulation Policy. What if it were Mom?

IRONS IN THE FIRE:

- American Library Association: STEAM Lab to be a Program Model and webinar on November 2nd with Princeton Library.
- Email from Lauren re: Public Administration Certificate
- How to Create New Revenue Streams for Your Library - Carol

4. Standing Committee Reports

Building/Technology: Craig

-teen room shelving update: extra shelves needed, to be installed and project completed 8/16

- Sam Bishop, electrician, to replace all fluorescent lighting with LEDS beginning in the main circulation area during the 8/26 and 8/27 library shutdown for cleaning

-Glowforge Pro-to arrive In March 2017,purchased through 2015 NY State bullet aid

-flooring to be rehabbed, Leah presented quote from Denisi Flooring in the amount of \$17,483 , NY State Construction Grant will cover \$2000-\$3000 of the cost, Leah to request remainder of cost of flooring from the Mary Preston Foundation

Finance/Funding: Dave

-County monetary contribution for LLSA received

-discussed the upcoming School Tax Levy request to taxpayers

Policy/Personnel: Mary Ellen

-policy/personnel committee to meet to update the Library Use by Minors Policy following board discussion of a recent issue presented by Leah

-discussed the Borrowing and Circulation Policy due to recent issue as presented by Leah

-revisions to Staff Vacation Policy discussed, draft policy to be written and voted on next month

-discussed Library Administrative Proposal Program , Leah was asked by PLS(Pioneer Library System) to participate in the program, working on courses toward an MLS degree, program to be presented at PLS beginning in April 2017 and run over the time period of 2 ½ years, cost \$6500

Public Relations: Carol

-Leah shared a recent extensive interview she gave about the STEAM Lab published in FL Times

-Carol shared the FL Times picture and caption for the Shibori class held in STEAM Lab

-Leah will begin adding library events to the Messenger Post calendar

5. Unfinished Business:

- Long Range Planning Committee will meet 8/26@11 AM @ library (Christa, Bri, Sally, Mary Ellen, Leah) to formulate the plan
- Deb contacting Clifton Springs Country Club for a date for the 2017 Mystery Dinner

6. New Business:

- Leah to start developing 2017 Annual Appeal
- Mary Ellen collected the Trustee Surveys from each board member (areas of improvement for our library board), she will tabulate the results and include the information in the Long Range Plan , results of the survey will be emailed to all trustees
- motion made by Christa to accept the PLS Free Access Plan as presented, seconded by Sally and approved by the board
- beginning with the September 19 board meeting, trustees will pre-read and discuss Pages 1-20 of the 2015 Trustee Handbook and be prepared to discuss the following:
 - one item you found interesting in the handbook
 - one thing you might have a question about
- a strategy to implement one idea for our library from the information read

Meeting adjourned at 8:17 p.m.

Next Meeting: September 19, 2016

SEPTEMBER 2016 MINUTES

September 19, 2016 Monthly Meeting

Phelps Community Memorial Library Board of Trustees

Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Sally Logan, Christa Socha, Manager Leah Hamilton

Adoption of Agenda: approved

Approval of Minutes, August 15, 2016 - minutes approved

Public Participation: Deb Dennis

- 1. Approve Finances** - Dave reported that Cadaret was up \$1200 and finances were approved

Manager's Report:

PROGRAMMING

- LEGO Wall is up!
- Felting classes #5-7 were full! We will continue this series; perhaps there will be an ongoing felting group that meets in the evening.
- Sept 6th Needle Felting program was wildly popular. Must do again!
- Summer Reading Data

- Serving/Cutting Boards with Dick Stearns, Tuesdays, September 13, 20, 27
- Basic Electronics Soldering with Bryan Bump on Saturday, September 24th
- Basic Arduino Programming with Bryan Bump, Thursday, October 13th
- Zika virus with Ontario County Public Health, Tuesday, October 11
- Crocheting with Sally Logan, Wednesdays, October 12, 19, 26
- Sock Knitting with Elizabeth Gerhart, Tuesdays, October 25, November 1 and 8
- Social Security with Patrick Kelly of Merrill Lynch, Wednesday, October 19
- Medicare with Patrick Kelly of Merrill Lynch, Thursday, October 27
- Caring for loved ones with Dementia/Alzheimers with the Alzheimer's Association and Lifespan, Thursday, November 3
- Estate Planning, with Patrick Kelly of Merrill Lynch, Wednesday, November 9
- Applying for a grant through PLS for Children's Room (up to \$1000). Due September 30th

PUBLIC RELATIONS AND OUTREACH:

- Seneca Falls Library called to request a tour of the makerspace. Visited on September 15th
- Workplace Literacy Meeting to be held at PCML on September 26th (brochure)
- Budding Readers collaboration and Meet and Greet at 4pm on October 11th
- Legislative Breakfast on October 28th in Henrietta
- Maker Faire at Barnes and Noble first weekend in November: meeting/tour of makerspace with Pittsford location on Thursday, September 22nd (thank you, Emory!) and Greece location also requests that I participate at their location (in return for a collection of Duplos and play table).
- Skype interview with SUNY Stonybrook on September 6th about the makerspace and 3D Printing. "Randomly chosen"
- Hello from Shannon!
- Cub Scouts meeting here on September 26th because they want to use Snap Circuits. Yay!
- Littlebits Electronics would like to speak with me about our STEAM programming; plan to schedule interview in the next couple of weeks.

OPERATIONS & BOOKKEEPING:

- Fine forgiveness ideas. Attend a program (e.g. learn a skill) and erase \$10 from your fines? For \$5 off your fines, bring in a friend who does not yet hold an OWWL card? One day a year to erase your fines? Fees vs. fines. Staff does not want to do Food for Fines again.
- Board must discuss overriding the Tax Cap at the October Board meeting and vote at the November meeting
- Schedule Finance Committee Meeting between now and October Board meeting re: 2017 Budget. To be discussed at October Board meeting and Voted on at November Board meeting
- Letter to PCSSD Business Office to request School Tax Levy funds – must be signed
- Request the remaining Ameritrade funds? \$20,000
- Displaying works of art created from skills learned in the STEAM Lab, technically for sale but not through the library?

- Zinio through PLS (must ask PLS if there are any stats kept on Zinio usage)
- Laying the groundwork for the Strategic Plan: Shifting in Non-Fiction
- A. Annual Appeal 2016 Suggestion: What if we send out a separate letter to businesses, different from those appeals that are sent to residences, explaining the relationship between Phelps, Clifton Springs, and the PCC.
- Light for over Circ desk ordered; arrived broken.
- Cost shares and bandwidth figures are ready from PLS
- Vicki attended PLS Fall Workshop about 1000 Books Before Kindergarten and creative play in the Library.
- Teen Art/STEAM program has resumed; every other week on Wednesdays at 4pm. Deb is conducting the program.

IRONS IN THE FIRE:

- Inside and Outside of Evaluations for Directors and Trustees – September 23rd at PLS, 2-4pm
- Adult programming workshop on September 28 at 1:30pm (ALA Webinar)
- Deb and Leah will be in NYC from September 30th through October 3rd for the World Maker Faire
- 2016 Annual PLS Meeting is Wednesday, October 5th at 11am. Anyone want to go? - Mary Ellen Darling will attend
- Update on Public Library Administration Certificate program with Jerry Nichols.

2. Standing Committee Reports

- **Building/Technology** Craig
 - Cleaning/work done on Aug. 26th and 27th
 - Mold - village taking care of it
- **Finance/Funding** Dave
 - LLSA received - last county payment received
 - School Tax Levy request - letter to PCS SD signed by Bri
 - Proposal to override tax cap to be voted on in October
- **Policy/Personnel** Mary Ellen
 - VOTE: Use by minors policy

- VOTE: Staff vacation policy - 1 week vacation - 1-5 years of employment.

2 weeks vacation - 6+ years of employment.

1 week sick time - procedure prorated to specific staff hours -

Proposal approved by board.

Carry over of vacation and sick time to be discussed at next meeting -

minors policy- presented to board, to be voted on at October meeting.

- Library Administrative Proposal Program, update - Gerry Nichols has updated the program - PLS signed contract - waives the MLS degree. Leah will participate in the LAPP.

◦ **Public Relations Carol**

- Phelpsny.com - \$200 version Phelpsny.com to make us separate from Community Center

3. Unfinished Business:

Long Range Planning- plan reviewed by board - add info from a previous survey to bump up the numbers surveyed, to give it more validity. Add graphics to the plan.

-

4. New Business:

DISCUSSION: Strategic Plan, 2017-2019 -- more meeting spaces requested.
Navigators - a health group - We will create space in Non fiction -and local history books area.
2016 annual appeal - idea - to separate individuals letters from business letters.
There is a need to keep us separate from community center in people's minds.

DISCUSSION: Monetary collection to support a non-profit cause, such as Relay for Life, Salvation Army, etc. - We won't participate in these collections.

DISCUSSION: Display of community artwork - could be displayed within the library.

DISCUSSION: Board Meetings and Trustee Responsibilities- we reviewed the Trustee Handbook pp. 1-20 and will continue reading pp. 21-40 for our November meeting.

2017 Mystery Dinner - to be held at the Clifton Springs Country Club next year.

5. Next Meeting: October 17, 2016

Respectfully submitted

Mary Ellen Darling
Acting Secretary

OCTOBER 2016 MINUTES

PHELPS LIBRARY BOARD OF TRUSTEES

Minutes of the October 17, 2016 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Sally Logan, Carol Priebe, Christa Socha, Executive Director: Leah Hamilton

Absent: Craig Logan

Other Staff: Debra Dennis

Meeting called to order at 7:02 p.m.

2. Approval of Minutes, September 19, 2016, approved by Dave, Mary Ellen seconded.
3. Approve Finances: Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Mary Ellen seconded the motion and the board approved it.

Manager's Report:

PROGRAMMING

- Moo the Calf visited Preschool Story hour
- LEGO goodies for the 28th – GameStop made a donation to the Library in the form of LEGO sets, to be advertised on Facebook to first 6 attendees to LEGO Club 28
- Electronic Soldering Class (and RIT possibilities) – successful class for ages 10+ taught by Bryan Bump. Met director of RIT makerspace who has recently received a donation of electronics equipment. He has offered to compile 500 kits to teach soldering for us!
- It's All About Your Life Series – Being seen in the Merchandiser. People are signing up. We're paying attention to the maker classes vs. the community classes. It has been more difficult to get community to attend the non-making classes
- Woodworking – Wine Racks – sign up is open. 4 spaces left.
- Beginner Arduino – we've been asked for a repeat
- Geneva Activity Totes – Geneva Library donated nine discovery activity totes in the areas of science
- Maker Faire – Seedling Maze, Curious Kits, Design Studio
- Destination Imagination – a STEM curriculum that we are going to try with the preschoolers

PUBLIC RELATIONS AND OUTREACH:

- PTECH Visit – coming to collect ideas
- FL STEM Network & Workplace Literacy – I've joined this group that meets every third Friday morning at the Rochester Museum and Science Center. Businesses, community organizations, K-12, higher education.
- Barnes and Noble Maker Panel for Educator Week – I was on the maker panel with Lisa, the Lima Elementary School principal (award winners of a FL STEM award), Dan (see below), and Michael, director of RIT maker space.
- Budding Readers Reception – met with the founders and volunteers of BR. BR is purchasing the locks for the cabinets in 207, and then the cabinets will be filled. Key will be kept in the library.
- Seneca Waterways Council, BSA, coming to tour the makerspace and possibly join the Explorers program (Counties of Ontario, Wayne, Seneca, Yates, and Monroe and the City of Rochester).
- Boy Scouts – Pinewood Derby building to take place in STEAM Lab. 100-150 Kids and Parents
- Girls Scouts: Lock In after Tree Light Ceremony as well as short Lock In on Women Who Have Changed the World
- Legislative Breakfast, October 28th, to be held in Henrietta.
- Lima Maker Faire, the 28th
- Nozzolio evening, the 26th at the Smith Center for the Arts
- Holiday Business Expo – we will be participating
- PhelpsNY.com – Caryn has been contacted. She needs to redesign the site to accommodate the Library
- LittleBits Survey and Meet Up
- University of South Florida – doing research on makerspaces. Asked us to participate.

OPERATIONS & BOOKKEEPING:

- Mystery Shopper update
- ONYA Grant requested
- Play Spaces Grant submitted
- Closing 7pm on October 31st per request from PCC and Mayor

- School Tax Levy Funds received
- Bullet Aid Received

IRONS IN THE FIRE:

- Public Library Administration Certificate – received email to begin admissions process. Must send in McGill transcript and receive any necessary vaccinations. PLS will pay 30% of each course successfully completed.
- ALA Webinar, November 2nd – draft of presentation submitted. Run through is scheduled for October 26th (Brief explanation of topic to follow)
- Barnes and Noble Maker Faire, November 5th & 6th – donation of Duplo table in return for day spent in Webster. We will be offering needle felting with circuitry at the Pittsford and Webster locations
- Rochester Mini Maker Faire, November 19th – we will participate as makers. TBD.
- Dan Schneiderman, NYS Maker Ambassador to White House – co-presenting to FL STEM Hub on November 11th as the featured organization(s).

4. Standing Committee Reports

Building/Technology: Leah

-Village of Phelps completed air and surface testing of Leah's office, teen area and basement in library. No spores found in Leah's office or library; microtoxins do exist in basement and will be taken care of by village personnel

Financing/Funding: Dave

-tax cap and 2017 proposed budget discussed and to be voted on during November board meeting including 8% salary increase across the board for staff and an opportunity for all staff to receive a merit raise

-grant information (see manager's report above)

Policy/Personnel: Mary Ellen

-Mary Ellen made the motion to approve a blanket name change in the policy manual from Phelps Community Memorial Library to Phelps Library, seconded by Carol and approved by the board

-Mary Ellen made the motion to change Leah's title from Manager to Executive Director, seconded by Dave and approved by the board

-Leah's annual contract is due January 7th, Personnel Committee to meet and distribute contract information as well as evaluation forms for Leah; committee also to address continuing education in Leah's contract

-Mary Ellen made the motion to approve the staff vacation and paid time off leave policy per the changes made at the 10/17 board meeting, seconded by Christa and approved by the board

-Mary Ellen made the motion to approve the Library Use by Minors policy as written, seconded by Sally and approved by the board

Public Relations: Carol

-Maker Faire 2016 (see information in manager's report), Leah has made several connections that will benefit library programming and instruction in the STEAM Lab

5. Unfinished Business:

-Dave made the motion to adopt the 2017-19 Strategic Plan as written, seconded by Sally and approved by the board

-Christa made the motion to change the library hours as discussed (see below), Dave seconded the motion and the board approved it

Monday-Thursday: 10-8

Friday: 10-5

Saturday: 10-2

-Deb expressed a proposal to change the annual Mystery Dinner to a themed party event, specifically a 30'era dinner dance; the Clifton Springs Country Club is currently reserved for the last Sat. in April for the library to hold an event, more discussion to follow at November meeting

6. New Business:

-Mary Ellen made the motion to change the name of the Phelps Community Memorial Library to the Phelps Library, seconded by Dave and approved by the board, Leah to submit required paperwork to the State Ed. Dept.

-trustee responsibilities discussed as per the Trustee Handbook, pages 20-40, specifically risk management insurance, recording of minutes, attendance at meetings, etc., trustees will read and discuss pages 41-59 for November meeting

Meeting adjourned at 8:43

Next Meeting: November 21, 2016

NOVEMBER 2016 MINUTES

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES

Minutes of the November 28, 2016 Monthly Meeting (Postponed from November 21, 2016 due to inclement weather)

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Sally Logan, Carol Priebe, Christa Socha, Executive Director: Leah Hamilton

Meeting called to order at 7:00 p.m.

1. Approval of Minutes, October 17, 2016, approved by Mary Ellen, Sally seconded.
2. Approve Finances: Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Carol seconded the motion and the board approved it.

MANAGER'S REPORT: PROGRAMMING

- It's All About Your Life Series – One class was cancelled by the instructor. Rescheduled for January.
- Successful Crochet and knitting classes! We now have monthly Crochet Club (2nd Wednesday) and Knitting Club (2nd Thursday, starting in January)
- Basic Woodworking: Wine Racks – 8 attendees for 6 spaces! One class left.
- Sewing class has started. They will have their 2nd session this week, beginning to lay out their pajama pants.
- Undertakings of an Undertaker, Dec. 2nd at 1pm
- Three part series on Needle-felted Ornaments to begin December 6th, taught by Leah and Gail Loveland.
- Rochester Mini Maker Faire, November 19th – very popular table. Thankful to Heidi and Hope from PLS for assisting us. We needed more help and a much larger table! Great networking.

- New gadget: a smart phone microscope, acquired at the Rochester Mini Maker Faire for \$50.
- Barnes and Noble Mini Maker Faire – Made light up felted creatures. Prime location at Pittsford on Saturday, November 5th. Constantly busy. Less so at Webster location, on Sunday November 6th.
- Participated in the Trunk or Treat here at the PCC on Halloween. Handed out candy and put up library sign. According to Village representatives, the numbers were far lower than in previous years.
- Donations to the STEAM Lab: Anatomical models and STEAM-related learning materials from Pioneer Library System, a mortiser, band saw, router, and joiner from Rich Hayden, who has also volunteered to set up the lab for appropriate carpentry layout; a standing jig saw from Mary Murphy; vacuum cleaners, circular saw, and a variety of hand tools and supplies from Dick Stearns. An extremely nice Black Friday sale made a portable table saw available to us. The woodworking portion of the lab is complete!
- December 16th – Kids Night Out, 6-9pm. Deb will do LEGO night.

PUBLIC RELATIONS AND OUTREACH:

- FL STEM Network & Workplace Literacy – Presented with Dan Schneiderman on November 11th. Toured Rochester Museum and Science Center exhibit, and Director of Science has requested a meeting.
- Seneca Waterways Council, BSA, toured makerspace and we will make the STEAM Lab a Post, using the established model developed at Rochester Makerspace
- Boy Scouts – Pinewood Derby building to take place in STEAM Lab. 100-150 Kids and Parents
- Boy Scouts meeting at the Library to use STEAM Lab on December 1st.
- Girls Scouts: Lock In after Tree Light Ceremony this weekend
- Hometown Christmas: Saturday, December 3rd. Letters to Santa as well as a craft.
- Legislative Breakfast, October 28th, to be held in Henrietta. None of our representatives showed.
- Holiday Business Expo – BDTC cancelled the event at the last minute.
- PhelpsNY.com – No updates. On this list to keep it alive and moving forward.
- STEAM Lab tour for a WFL BOCES Tech Coordinator on October 24th, and RIT student on November 2nd. RIT student and a fellow student have offered to teach classes in the STEAM Lab.
- Networked at the Rochester Makerspace on November 18th, meeting various makers from the area.
- Pam Helming will be meeting PLS to discuss 2017 state budget priorities for libraries on December 7th at 2pm. Register on the PLS website.
- Collecting Hats & Mittens for the VA; box in the Circ area.

OPERATIONS & BOOKKEEPING:

- Staff have been given the updated PCML Paid Time Off Policy, along with their annual accruals.
- Play Spaces Grant received, and items ordered. Awarded \$869.22.
- Closed due to weather on November 21st

- Closed Christmas Eve, Open New Year's Eve.
- We are all ready to begin our new hours on January 2nd, 2017
- Director has new standing desk
- Annual Report to the Community is ready to go. Facebook, Website, Annual Fund Brochure.
- Survey: Include Sponsorship form in the December newsletter for those non-Phelps residents?
- PLS Innovative Technology Grant, due December 1st.

IRONS IN THE FIRE:

- Public Library Administration Certificate – I've been accepted by LIU!
- ALA Webinar, November 2nd – SUCCESS!! The webinar is archived. Reviews:
 - This was just what I was looking for and the presenters were clear. The second half talking about the STEAM lab was very helpful, especially the list of challenges, costs, and how they were divided between the participants and the library. I loved how science was incorporated into the making of decorative items and how the library programs incorporated the how and why so that participants could take skills and apply them also! The history of science presentation was also helpful and I see how I can use this model for our interdisciplinary programs. Very encouraging and very helpful content.
 - I loved the message of turning a felting workshop in to a stem workshop by talking about the soap and water
 - I would have liked more examples of STEM programming for adults.
 - Thank you for providing this free webinar. The presenters were excellent. I learned how I can add more science into my programs without really changing the program. I plan to ste(a)m more of my programs for adults.
 - My only feedback is being jealous of the community attendance at your programs but I hope to have those numbers here someday!
 - I enjoyed the content of the webinar, I just thought the first 2 presenters spoke very fast. (Princeton presented first, Phelps last)
 - I definitely felt the second half was more applicable to a variety of systems. The first half was interesting but specific toward their system and they gave a few but not too many examples of the other programs beyond the physicist. That said, they did provide an excellent sheet with sample websites for programming ideas as supplemental handouts so all in all it was excellent.
 - It was very informative. The speakers were excellent. They had good ideas and they presented them well.
 - It was nice that the speakers were from both large and small libraries.
 - The situation in which Princeton Public finds itself is a very unique one. Unless a library has the luxury to reside in a world class academic community, much of what Princeton accomplishes is impossible. In the future, I would prefer presentations by speakers from libraries like Phelps, which has little money or resources.
- FLX Maker Fest. Saturday, July 15, 2017. To be held at the Greater Canandaigua Civic Center in Canandaigua, NY. Board must discuss a contract of some sort

3. Standing Committee Reports

Building/Technology: Craig

- Discussion: possible rental of Room 207 in the Phelps Community Center to make more room in library for patron needs, room has a sink which will be useful to staff, Leah will gather more information
- Discussion: Leah proposed renovation to non-fiction including removing of shelving to make room for a table for library activities, board observed proposed physical changes to this area

Financing/Funding: Dave

- Christa made the motion to approve the 2017 budget as presented, Dave seconded the motion and the board approved it
- Dave made the motion to resolve to exceed the 2017 Tax Cap, seconded by Mary Ellen and approved by the board
- Discussion: Speakeasy Dinner to be held April 29th, musicians have been secured, need to start planning for this event as well as associated auction
- Discussion: upcoming FLX Maker Fest at Canandaigua Civic Center on July 15, 2017, a fundraiser with ticket admissions hosted by the PCML, possible advertising discussed briefly, need to decide if space should be rented or co-sponsor the even in lieu of rent

Policy/Personnel: Mary Ellen

- Leah indicated that 7 checkpoints of the Strategic Plan have already been addressed, plan to begin in January 2017

Public Relations: Carol

- Rochester Mini-Maker Faire and Barnes and Noble Maker Faire (2 locations) were held this month with excellent turn-out, Leah presented photos and actual items made at the Faire, detailed information in the Director's Report

4. Unfinished Business:

- motion made by Dave to resolve that the Phelps Community Memorial Library name be changed to the Phelps Library, seconded by Craig and approved by the board, said resolution below:

RESOLVED: That the Board of Trustees of Phelps Community Memorial Library hereby requests that the Board of Regents of the University of the State of New York amend the absolute charter of such corporation to change the library's name to Phelps Library; and be it further

RESOLVED: That the President and Secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York"; for such purpose.

- Annual Appeal 2017 was presented, any changes please send to Leah as soon as possible before appeal goes to printer

5. New Business:

- pages 41-59 in the Library Trustees Handbook were discussed , focus on finance duties
- trustees to discuss pages 60 to end of the book for December meeting
- Leah to forward the role and responsibilities of Treasurer to all board members

Meeting adjourned at 8:10 p.m.
Next Meeting: December 19, 2016

DECEMBER 2016 MINUTES

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES

Minutes of the December 19, 2016 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Craig Logan, Sally Logan, Carol Priebe, Director :Leah Hamilton Absent: Christa Socha

Meeting called to order at 7:03 p.m.

1. Approval of Minutes, November 28, 2016, approved by Craig, Dave seconded and approved by the board.
2. Approve Finances: Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Carol seconded the motion and the board approved it.

Director's Report :

PROGRAMMING

- A. Felting Classes – had to double them!
- B. Mixed Media, more Woodworking, Upcycling, Cookbook Club request, Repair Café, wet felting, more needle felting
- C. Hometown Christmas
- D. Bookbinding in January, Basic Sewing to be repeated in February
- E. 3D printer had a meltdown. Fixed, thanks to Doug Latch. Replacement print head ordered and received.
- F. Glowforge isn't shipping on time.

PUBLIC RELATIONS AND OUTREACH:

- M. Report on meeting with Pam Helming on December 7th at PLS
- N. Still collecting Hats & Mittens for the VA; box in the Circ area.
- O. Feedback on Facebook & transfer station /The future of book donations?
- P. Home delivery for patrons with allergies
- Q. Thank you / holiday cards being sent to volunteers

OPERATIONS & BOOKKEEPING:

- M. Awarded \$1500 Innovative Technology Grant
- N. Closed Christmas Eve, Open New Year's Eve.
- O. Annual Appeal mailed 12/9/2016.
- P. Tax Cap Override filed with State Comptroller.
- Q. \$200 donation in memory of Heidi Johnson has been spent on requested books on grandparents and Alzheimers. Book plate to be added to each book.
- R. Room 207 has been acquired. Move in started 12/17.
- S. OSHA update
- T. All reimbursement requests must be submitted by 12/23/2016.
- U. Darling Tree farm brought in \$20 for snowflake ornaments printed on 3D printer

- V. Library name change request has been mailed to NY Dept. of Ed
- W. Website in process of being updated – new look, more modern style

3. Standing Committee Reports

Building/Technology: Craig

-Library to soon sign lease for additional rental space across the hall from library

Financing/Funding: Dave

-Speakeasy Dinner planning meeting to be scheduled in January

Policy/Personnel: Mary Ellen

-Director's contract due by 1/7/17, dates were changed as well as title from Manager to Executive Director, health insurance increase added, Personnel Committee to make changes regarding the educational expense agreement, new contract to be sent by email to all trustees

-Summary of review for Director read by Mary Ellen including optimal use of STEAM Lab, marketing strategies, outreach to other libraries, increase in programming and participation

-Leah presented accomplished goals for the library including grants and funding, outreach, expanded Makerspace and others, presented future goals including single document policy manual, staff training, pursue coursework and others

Public Relations: Carol

-nothing to report this month

4. Unfinished Business:

-none to report this month

5. New Business:

-remaining NY State Construction Grant funds to be transferred from Reserve funds account

- Annual Meeting in January, each committee chair to share summary of accomplishments for the preceding year, vote to be held for chairs, officers, and committees

-trustees discussed the last chapter of the Trustees Handbook including accommodating patrons with disabilities and use of technology, both of which are being met by current library practices

-trustees to discuss the new publication regarding Treasurer's responsibilities at next meeting

Meeting adjourned at 8:11 p.m.

Next Meeting: January 16, 2017