



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

---

## **JANUARY 2015 MINUTES**

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES  
Minutes of the January 19, 2015 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: Debra Dennis

Public Participation: None

Meeting called to order at 7:00.

1. Approval of 2014 Annual Report
2. Manager's Report:
3. Standing Committee Reports

Building/Technology: Len  
-cameras back on line  
-recap of Manager's report

Finance/Funding: Briana  
-state bullet aid received in 2014  
-Preston fund received  
-bookkeeper and financial advisor personnel changed  
-less taken from investments than in 2013  
-last year for Ontario Co. Youth Bureau Grant  
-have leftover funds from Nozzolio Grant  
-annual campaign produced more profit than 2013  
-profit made as a result of annual mystery dinner and Ireland fundraiser

Policy/Personnel: Dave  
-reviewed and updated community meeting room policy in the area of liability

- personnel policy regarding Leah's contract
- general accounting
- separation of bookkeeper and accountant jobs
- new conflict of interest policy
- Steam Lab user agreement policy
- goals for policy in 2015: update some existing policies: i.e. whistleblower
- Leah's contract written for 2015
- performance evaluation completed on Leah
- new hire of bookkeeper
- goals for personnel in 2015- Friends group development

#### Public Relations: Sheri

- more information on library activities released to media in 2014
- Kevin read a summary indicating excellent success in 2014 by Leah, Staff, Board of Trustees and Volunteers

#### 3. New Business:

- Len made a motion to review expiring terms, seconded by Sheri
  - Mary Ellen Darling, elected to 2<sup>nd</sup> 3-Year term
  - Dave Benz, elected to 2<sup>nd</sup> 3-Year term
  - Carol Priebe, elected to 1<sup>st</sup> 3-Year term

-Vote: Resolution to maintain and elect officers for 2015:

President: Briana Graham

VP: Kevin Kelley

Secretary: Carol Priebe

Treasurer: David Benz

Mary Ellen Darling cast a vote for the new slate of officers.

Annual Meeting Adjourned at 7:33 to begin Monthly Meeting: January 19, 2015.

#### Minutes of the January 19, 2015 Monthly 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: Debra Dennis

Meeting called to order at 7:34pm

1. Approval of Minutes, December 15, 2014:approved by Sheri, Len 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:

**Finance / Funding**

- a) Tax Cap
- b) Tax Freeze
- c) Annual Appeal Update
- d) Town Funding
- e) Village Budget Workshop
- f) Bookkeeping
- g) Amazon Corporate Account

**Personnel / Volunteers / Policy**

- a) Staff Evaluations
- b) 1099s and W-2's
- c) Payroll, Vacation tracking system
- d) Paychex
- e) Nick at Paychex
- f) Volunteer Dinner
- g) Policy Committee request: Weeding Policy

**Programming / Public Relations / outreach**

- a) Correspondence
- b) Programming
- c) Electricity Explorer's Club
- d) Did You Know? Campaign
- e) Assemblyman Kolb
- f) Food Cupboard and Historical Society
- g) Bring Your Child to the Library Day, February 7<sup>th</sup>
- h) Love Your Library, Wednesday, February 11<sup>th</sup>
- i) Sauerkraut happenings and library involvement
- j) Newsletter has topped 100 subscribers!
- k) Survey-driven purchases and programming

4. 2015 Committee Assignments:

Policy/Personnel: **Mary Ellen (chair)**, Dave, Len

Finance: **Dave (chair)**, Kevin, Sheri

Public Relations: **Carol (chair)**, Sheri, Len

Building/Technology: **Kevin (chair)**, Len, Mary Ellen

Brianna as President will be ex officio on all the above committees.

5. Standing Committee Reports

Building/Technology: Len

-lighting completed in Leah's office

-security system working well

Finance/Funding: Brianna

-signatures complete for finance

-plan for mystery dinner on April 25, 2015

-mystery dinner planning meeting set for 1/26 @7pm, all trustees plan to

attend

Policy/Personnel: Dave

-contract signed by Leah

-Leah's evaluation completed. Dave will circulate email for clarification in some areas of the evaluation.

-weeding/withdrawal of books policy needed

-part time assistant position discussed, policy and personnel committee will meet to further discuss this issue

Public Relations: Sheri

-Sheri attended the Town meeting in January

- Love Your Library event planned for 2/11/15

5. Unfinished Business:

-Library survey update: 62 respondents thus far, most respondents over age 50, live in village and have home internet access, acquire information from FL Times and Merchandiser. Library customer service was rated as high as well as the appearance of the library. Suggestions made about parking lot safety/lighting in the evening hours.

-Friends Group Development Committee consists of Mary Ellen, Kevin, Deb, Leah, Sheri. Group will meet 1/26 at 6:15 p.m.

Meeting adjourned at 8:45.

Next Meeting: February 16, 2015.

---

## **FEBRUARY 2015 MINUTES**

### **PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES**

Minutes of the February 16, 2015 Monthly Meeting

Present: Roll Call: Mary Ellen Darling, Briana Graham, Len Kataskas, Kevin Kelley, Carol Priebe, Manager Leah Hamilton.

Absent: David Benz, Sherri Sellick

Other Staff and public: Debra Dennis

Public Participation: John McCarthy reviewed a draft of the PCML investment policy statements. John recommended the policy be reviewed annually. He also discussed with the board the option to monitor the policy quarterly and the board agreed with this schedule. John McCarthy also added that he will have the portfolio manager meet with the library annually.

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

6. Approval of Minutes, January 19, 2015, approved by Mary Ellen, Kevin seconded.
7. Approve Finances: Dave previously reviewed the current assets and profit/loss. Mary Ellen moved to approve the monthly transactions, Kevin seconded the motion and the board approved it.

**8. Manager's Report:**

- Excel classes to be offered. March 5<sup>th</sup>: Beginner Excel. March 12<sup>th</sup>: Intermediate Excel
- Proposal to subscribe to an offsite, cloud service to protect the information on the two key computers in the library.
- New lighting in seating area and admin office
- Sam Bishop: Electrical fire in the community room. He will come to check the other outlets.
- Security camera now replaced in Admin office
- STEAM Lab alarm has been installed. Incident involving two youngsters from the PCC. Have on video evidence that they removed toys from the library and took them to the PCC Game Room. The toys were returned, but the girls had propped open the STEAM Lab door so that it wouldn't be shut behind them. The new alarm will prevent a repeat of this type of incident.
- Cleaning Day. Check out the fabulous work Diane and Deb did in the staff area!
- Increased rent letter has arrived from Village. Amount proposed in the budget was \$105 more than the actual rent increase in May.
- School District proposal; has been signed by the CS and Phelps Board presidents and will be sent to the Midlakes superintendent.
- PLSDAC meeting: Discussion of policies and procedures that arose in the state audit of PLS
- 2014 Annual Appeal. Currently at \$5986.
- Village Budget proposal submitted
- Paychex – To Be or Not To Be? Increased costs, but increased security and peace of mind as well. Decision made to stay with Paychex.
- Staff HSAs complete. Staff will receive their debit cards and welcome packets in the mail. Their accounts have been funded.

- Update on Love Your Library event. 75 Attendees including Assemblyman Brian Kolb's Chief of Staff
- Advocacy bus to Albany. Deb, Matt and Leah will be attending. We will give Senator Nozzolio a book on baseball signed by our staff, trustees and patrons, as well as a set of PCML baseball cards
- Volunteer Dinner (Preston). Diane attended in my stead and delivered a speech that I'd written.
- Adult Book Club: New format of books on a subject
- 2014 NYS Annual Report. Being completed. Here are some interesting factoids:
  - ILL Received: 4183 vs 4310 / ILL Provided: 5470 vs 6131
  - Videos: up 400 items (2018) / Books: up 1500 items (18,783)

#### 9. Standing Committee Reports

##### **Building/Technology: Kevin**

- new lighting in seating area
- Cloud service discussed and recommended to be purchased as "back-up" for library data
- new alarm installed in STEAM lab
- increased rent letter received from Village office
- Sam Bishop fixed damaged wiring and is scheduled to return to check other outlets

##### **Finance/Funding: Leah**

- school district proposal has been signed by CS and Phelps board presidents and will be sent to Midlakes superintendent
- Cadaret paperwork is with John McCarthy, Dan Blondell will be contacted once transfers are complete
- Mystery Dinner to be held @Warfield's on 4/25. Deb passed out sponsor level letters and will email trustees letters to print and mail.
- Dave will take care of a block on transfer of funds at Community Bank

##### **Policy/Personnel: Mary Ellen**

- policy committee will meet to review all existing policies.
- trustees presented with salary schedules for 2015
- updates on clarification of the Manager's evaluation review were given to help Leah understand the "why" behind the recommendations
- staff HAS's are complete

##### **Public Relations: Carol**

- 75 people attended the "Love Your Library" event

-Diane Goodman attended the Volunteer Dinner (Preston) and delivered a speech written by Leah

-Leah, Deb, and Matt will attend Library Advocacy Day in Albany on 4/25, they will present Senator

Nozzolio with special items related to the PCML

5. Unfinished Business:

-Leah and Deb are working on a mission statement to approve a long range plan, rough draft to be presented at next month's meeting

-Friends brochure is out as well as information in newsletter. At this time no one has indicated offer to lead the group. A letter will go out to possible candidates

-

6. New Business:

-policy/personnel committee will meet to discuss increased hours for Deb  
Dennis

-2014 NYS Annual Report is being completed

Meeting adjourned at 8:41.

Next Meeting: March 16, 2015.

Respectfully submitted,  
Carol Priebe, Secretary

---

## MARCH 2015 MINUTES

### PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES

#### Minutes of the March 16, 2015 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Len Kataskas, Kevin Kelley, Carol Priebe, Manager: Leah Hamilton.

Absent: Sherri Sellick

Other Staff and Public: Debra Dennis

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

1. **Approval of Minutes**, February 16, 2015, approved by Dave, Mary Ellen seconded.
2. **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.

### 3. Manager's Report

- NEW: Reader Reviews in the Stacks
- Village Budget Workshop, 5:15pm on March 23<sup>rd</sup>
- Free subscription to TIME
- PROGRAM: Excel, Beginners and Intermediate
- PROGRAM: Building Healthy Relationships: A Program for Teens  
Family Counseling Services of the Finger Lakes – Bob Tocco  
National Hotline for Domestic Abuse  
Love is respect. Org  
Midlakes  
Merchandiser
- Youth Mental Health First Aid Training  
Deb: March 23/24<sup>th</sup>  
Leah: April 27/28<sup>th</sup>  
Free
- STEAM Lab Visitors  
Shawn McConnell and 2 Newark Library staff members  
One of the staff members has a software engineer for a hubby and offered him up to do training  
Man from Canandaigua/Wood Library - \$50 donation
  - NYLA, October 2015, Lake Placid
  - New Scanner/Printer/Fax/Copier  
Patrons request color copies  
Library and patrons need larger scanning bed  
Selling old copier  
Excellent price
  - New tables  
Plus more tables
- Paychex: Any need to discuss retirement benefits?  
The employees fund the retirement, the business doesn't have to match or contribute at all. There is a setup fee of only \$1,000; which you get a tax credit back for. So that cancels out the setup fee, and the monthly maintenance is only \$50 (which is a write off to the business). So to have an outlet for the employees to contribute for their own retirement is typically a win/win for the business. It keeps employees loyal and happy. Which means less turnover for the business and the ability to attract future hires with this benefit.  
MEET WITH HIM OR NO? NO.
  - Theft Procedure: Changes on Incident Report Form
  - Grievance Procedure: New
  - Meeting with Librarians and Superintendent: meeting with Jamie Farr to discuss a community book club concept as well as hearing from each of you on what you believe the library of the future would look like and entail (10 years from now). Thursday, march 19<sup>th</sup>



#### 4. Standing Committee Reports

##### **Building/Technology: Kevin**

- Cloud File has been purchased and backs up information daily
- Kevin recently relocated lighting in library for efficiency
- theft recently occurred in library, image captured on camera, police were contacted

##### **Finance/Funding: Dave**

- Cadaret-TD Ameritrade information was received 3/16/15. Confirmation notice that changeover of fees is involved. Dave sent letter to Dan Blondell thanking him for his past services
- Mystery Dinner ad appeared in Merchandiser in March, a total of \$250 in sponsorships thus far has been received
- 2014 Annual Appeal has far surpassed last year. To date \$6, 186 received
- Claims Auditor: Proposal by the Policy Committee highly suggesting we have someone perform a checks and balance of finances before bills are paid. Proposed to set up a schedule of review before bills are paid, rotate through board members to review finances and maintain transparency, board members will sign off on the finance file. Some expenditures are pre-approved at the beginning of the year. Online payments through Community Bank (Merchandiser, other accounts) are traceable. Board could pre-approve the Community Bank transactions at the start of the year. Amazon , credit card purchases and other expenditures will be approved by the board. Trustees will sign finance approval based on an alphabetical rotation **schedule to be set up Leah. Dave will be the Claims Auditor. Board voted in favor of approving that the Claims Auditor is the Treasurer with back up from the board on a rotating basis.**

##### **Policy/Personnel: Mary Ellen**

- Policy Committee recently met and reviewed all policies
- recommended Deb Dennis to receive an increase of 35 hours as of March 23, 2015, and a new HSA Tier. Mary Ellen Darling made the motion to approve the change, Len seconded and the board approved the motion
- Steam Lab User Agreements were reviewed by the policy committee and the following changes were recommended:
  - 1- those under age 18 need to be supervised by an adult in the lab due to the nature of the equipment in the Steam Lab(safety issue)
  - 2-anyone under age 18 needs to have an adult sign the Steam Lab user agreement
  - 3-photo ID for all users will be held at the circulation desk while user is in Steam Lab
- Dave made a motion to approve the changes to the Steam Lab user agreement, Kevin seconded the motion and the board approved it

-during the coming year all policies and procedures will be reviewed by the board  
-whistleblower policy, weeding policy, and investment policy were tabled to be discussed at the next month's meeting  
-Budget Policy-Carol made the motion that the PCML adopt a budget each fiscal year, Dave seconded the motion and the board approved it  
-Personnel Policy-Mary Ellen made the motion that 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. Seconded by Len and approved by the board  
-Receipt of Funds/Deposit of Funds Policy- a deposit will be made every Friday and taken by the Library Manager to the bank. Further information on this policy will be written by Leah and Diane Goodman and presented to the board in the future  
Independent Audit Policy-recommended that every 4 years there be an internal audit, every 5 years an external review. This policy will be written for review at the next board meeting

**5. Unfinished Business:**

-Long Range Survey –Deb is working on goals based on surveys. At this time goals include increasing library usage, public awareness of library events, strong relationships with the Phelps-Clifton Springs School District, specific budget amount for patron requests. Len made the motion to accept the Long Range Plan as submitted, Mary Ellen seconded and the board approved it

**6. New Business:**

-LTA Annual Trustee Institute conference will be held in Syracuse May 1 and 2. Mary Ellen read the conference agenda. She plans to attend.

Meeting adjourned at 8:20  
Next Meeting: April 20, 2015

---

## **APRIL 2015 MINUTES**

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES  
Minutes of the April 20 , 2015 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Len Kataskas, Kevin Kelley, Carol Priebe, Manager: Leah Hamilton.

Other Staff and Public: John McCarthy, Debra Dennis

Public Participation: John McCarthy, Financial Advisor for the library presented the library's portfolio review including performance, fees and historical market values. The Asset Ark Target 50 portfolio was explained in detail. Current economy and effect on the recent market was discussed. John will continue to keep us informed of stock market developments. He offered to give the board a presentation at next month's meeting.

The Cadaret portfolio Account Manager will be Dave due to his duties as Treasurer. Diane Goodman, Brianna, Dave, and Kevin will be listed on the account with privileges to withdraw funds. All mailings related to the Cadaret portfolio will be mailed to the library. John explained there was a discrepancy between the old brokerage and the current when the transfer was made. Diane Goodman has a written summary of the details of this transfer.

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

3. Approval of Minutes, March 16, 2015, approved by Sherri, Kevin seconded.
4. Approve Finances: Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Sherri seconded the motion and the board approved it.

**5. Manager's Report :**

- a. OfficeMax Closing Sale / Board Storage Room – FINALLY!
  - i. Filing Cabinets
  - ii. Record Retention
  - iii. Storage
  - iv. New acquisitions
- b. New Bathroom signage
- c. Food for Fines Results
  - i. Packets (10), Bottles (9), Cans (76), Boxes (152)
- d. Weeding: Children's non-fiction and Adult fiction
- e. Programming
  - i. Healthy Relationships (April 22)
  - ii. Cynthia Neale (June 3)
  - iii. Preservation of your Family Archive (TBD)
  - iv. Card playing (TBD)
- f. **ABC Mouse** will be on 2 laptops

ABCmouse.com is a global education initiative of [Age of Learning](#), Inc. Our goal is to help children build a strong foundation for future academic success by providing a comprehensive and engaging online curriculum to greatly assist early learners to succeed in pre-k, kindergarten, and early elementary school programs.

ABCMouse.com is subscription-based, with no advertising, pop-up ads, or links to other sites. Children can learn and explore with their parents, or on their

own (depending on age and ability), in a safe and secure online educational environment.

We named our site **ABCmouse.com** because here children can learn important educational basics (often referred to as "**the ABC's**") through the use of a computer **mouse**. At ABCmouse.com, the computer mouse comes to life as ABC Mouse, who serves as our site ambassador and guide to early learners everywhere.

The computer mouse is also represented at ABCmouse.com by ABC Mouse's friends 1•2•3 Mouse and Do-Re-Mi Mouse. Together, they show how young children can truly enjoy reading, mathematics, music and art through the computer, setting the stage for a lifetime love of learning and creativity. ABCmouse.com's online books, educational games, puzzles, art activities, and printables feature hundreds of beautiful original art and illustrations, created by artists who have decades of experience in producing high-quality children's art for leading animation studios.

- a. **New name tags**; please wear to Mystery Dinner
- b. **School collaborations/solidarity**
  - Storytelling Festival judge on May 12, 13, & 21
  - Meeting the Scholastic book dealer at the High school library with the high school librarian on May 8
  - Intermediate School open house: Deb attended and signed 5 people up for new cards
  - Deb (2x) and Leah (1x) will be volunteering at the Midlakes Elementary school library during their off hours.
- h. **Literacy Volunteers of Ontario Yates (LVOY)** collaboration
- i. **Village of Phelps** opted to increase our support by \$1,000, for a total of \$45,000. Check should arrive soon.
- j. **Newsletter** went out last month; another shall go out soon for May.
- k. **Library Trustee Workshop**: Board Basics, including holding effective board meetings, participating in group decision making, and understanding your most important duties
  - Tuesday, April 28<sup>th</sup>, 7pm at Wood Library, Canandaigua
  - Thursday, April 30<sup>th</sup>, 7pm at Cordelia E. Green Library, Castile
- l. **Youth Mental Health First Aid Training** on April 27<sup>th</sup>/28<sup>th</sup>
- m. **Technology grant**: we will ask for \$750 for Lego robotics. Why? Lots of reasons (PLS, PCML, STEAM Lab, LVOY, PCC, Community)
- n. **Monday, June 1<sup>st</sup>**: Evergreen will be down, so we will only be open for computer use, group meetings, returns, and browsing.

## 6. Standing Committee Reports

**Building/Technology: Kevin**

-new scanner/copier /fax /printer will be installed when the old runs out of ink  
-theft recently occurred in library, thief was identified by police and will be prosecuted

**Finance/Funding: Dave**

-Claims audit schedule for trustees was sent to all trustees for the current year  
-2014 Annual Appeal has far surpassed last year in the amount of \$300 more this year

-Leah presented a detailed chart of items to be pre-approved expenses. Mary Ellen made the motion to approve the plan as presented, Sherri seconded the motion and the board approved it.

-A 990 meeting will be held on April 30 with the outside accountant, board will discuss results at  
May board meeting

-Mystery Dinner update given by Deb. To date 25 sponsors have supported the dinner and the dollar amount raised is the same as last year. It appears all tickets will be sold by 4/25

**Policy/Personnel: Mary Ellen**

-Whistleblower Policy- read and discussed. Dave made the motion to approve the policy as presented, Sherri seconded and the board voted to approve it

-Weeding Policy is a currently being worked on and will be presented at a later date

-Investment Policy-it was recommended by Leah that the policy be kept as a separate policy. Dave made the motion to approve the policy as presented, Sherri seconded and the board approved it

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

**7. Unfinished Business:**

-Long Range Survey –Lauren Moore, Pioneer System Library (PLS) Director met recently with Leah to inquire about the PCML plan. Discussion held about a possible 1-2 year strategic plan. Current survey information could be used to make firm goals and a mission statement. The idea of evaluating goals annually under the umbrella of long range goals was discussed. PLS has a “plug in” worksheet to help with this process

-Mary Ellen Darling will attend the LTA Annual Trustee Institute conference on May 2 in Syracuse

**8. New Business:**

-no new business

Meeting adjourned at 8:40

Next Meeting: May 18, 2015

**Respectfully submitted,  
Carol Priebe, Secretary**

---

## MAY 2015 MINUTES

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES  
Minutes of the May 18, 2015 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Kevin Kelley, Carol Priebe, Sheri Sellick. Manager: Leah Hamilton.  
Absent: Len Kataskas

Other Staff and Public: Diane Goodman

Meeting called to order at 7:10 p.m.

9. **Approval of Minutes**, April 20, 2015, approved by Mary Ellen, Sheri seconded.

10. **Approve Finances**: Dave reviewed the current assets and profit/loss. Sheri made the motion to approve the monthly transactions. Dave seconded the motion and the board approved it.

Discussion was held regarding previous year's financial records stored at the library. Diane reported the accountant's (Allan Mallette) recommendation to keep tax returns on file for 7 years. Payroll records dating back beyond a 7 year period will be shredded. Board minutes will be kept. Diane Goodman will proceed with this process. Older file cabinets will be donated and newer file cabinet will go into Leah's current office. Document Retention policies will go before the Board to be updated.

### 11. **Manager's Report :**

- a. **Collection** for Bev Cheney / Phelps Food Cupboard: An envelope will be passed around the table for donations to the Food Cupboard in Memory of Bev Cheney. We have also purchased a set of 4 books which we will label in her honor: Be the Change in Your Community (World/School/Environment)

This inspiring series helps children identify areas for change, learning about & communicating for a cause, creating an action plan, & overcoming challenges. Each book includes suggestions for positive action & encourages readers to brainstorm other ways to help. Mini-biographies highlight the efforts of forward-thinking kids who are taking action to make the world better. Young readers will benefit from adult support while older readers may choose to explore this series independently. Highlights: supports Social Studies & Civics Curriculum Standards--promotes Character Education initiatives--encourages collaboration & resourcefulness & fosters a positive sense of self-worth.

- b. Library was closed May 9<sup>th</sup> for Cheney Memorial Service: **Paid or Unpaid? Paid, per Board.**
- c. **Pat Talma:** Cleaning (General, Custodial closet, etc.)
- d. **Diane Goodman:** Cleaning and organizing Board Storage Room
- e. **Midlakes Storytelling Festival:** May 12<sup>th</sup>, 13<sup>th</sup>, 21<sup>st</sup>. Reception TBD.
- f. **Minecraft Webinar:** *Building STEAM Skills in Minecraft One Block at a Time*
- g. **Factory Tours** (Vere / Staach): STEAM programming to follow
- h. **Youth Mental Health First Aid Training:** Deb and Leah certified
- i. **Lyons Public Library visit** – Makerspace
- j. **Leah was asked to offer another program on Makerspaces in small/rural libraries:** *Imagine - Innovate - Create* conference in Rochester, organized by Monroe County Libraries Emerging Technologies group, early November, just after NYLA
- k. **Harwood Institute**, June 12<sup>th</sup>: Leah will be attending, funded by PLS

The Harwood Institute for Public Innovation is a nonpartisan, independent nonprofit that teaches, coaches and inspires people and organizations to solve pressing problems and change how communities work together. The Institute has worked across the U.S. and increasingly around the world and has partnered with some of the world's largest nonprofits, including United Way Worldwide, AARP, the American Library Association, the Corporation for Public Broadcasting and others.

The people we teach and coach, called **public innovators**, are the leaders that move our communities forward. They come from nonprofits, businesses, government, the media, and educational and religious organizations. They are an essential ingredient to solving our most vexing challenges. That's why the Institute has set a bold goal to develop 5,000 public innovators by 2016.

- l. **American Legion Missing Man table:** Month of June (PR?)
- m. **Summer Reading:** Sign up begins June 1<sup>st</sup>: (Heroes, Celebrating Community Heroes: Police, K-9 unit, Humane Society, EMS)
- n. **Healthy Relationships:** Will review recording and post to website and YouTube, if appropriate.
- o. **Cynthia Neale:** June 3rd, 6-8pm
- p. **Melissa Correia:** June, Card games
- q. **Technology Grant request submitted**, \$750 for Lego robotics

## 12. Standing Committee Reports

### **Building/Technology: Kevin**

- old fax/copy machine is ready to be replaced with new. Old machine is up for sale for any interested party

-Interlocking bins on casters were transported from Office Max by Kevin to library and are in place in STEAM Lab. Shelves from STEAM Lab will go to board storage room

### **Finance/Funding: Dave**

-Mystery Dinner showed profit of \$205 more in sponsorships and auction was \$274 more than in 2014. Dinners cost \$300 less at the Phelps Hotel than at Country Club in 2014. There were more ads and less printing this year. A total of 15 sponsors this year. Recommendation made by Leah that next year that we keep track of sponsors who have donated so we don't re-call sponsors. Deb will send an email weekly to update trustees as to who has donated.

Recommendation made to start contacting sponsors in February rather than March. Phelps Hotel was roomy enough and staff was excellent. Leah will contact manager of Phelps Hotel to reserve space for mystery dinner in 2016.

-April 30, 990 meeting was held with CPA Chris Pratt. Leah Hamilton reported that he estimated between \$1200 and \$1500 to prepare our 990. Another accountant was contacted and quote was significantly less. Allan Mallette, new accountant for PCML, has completed a review of 2014 bookkeeping. State and federal forms were filed on May 15, 2015. Mr. Mallette provided a note on the 990 regarding Part X Other Assets to clarify information. Mr. Mallette recommended that in the future when new staff are hired, an internal audit should be conducted to protect them. Accounts no longer existing were highlighted. Irreconcilable entries were made on the 2013 990, prepared by Doug Burnett, on Part X, Other Assets, with no supporting data to explain the figures given. Deb Brown from the Geneva Library will donate her time to assist Diane in correcting the Quickbooks balance sheets. During the time period 2005-2011, bills were entered twice. Corrections will be made to these entries. Leah suggested that December 30, 2015 will be the date to close Quickbooks for the year so that past misplaced entries are not continually carried over and so that January 2016 Budget can be started with a clean slate. No changes may be made to budget years with closed books.

**-Also related to the 990 were fixed assets.** Mr. Mallette recommended that the library set limits at 1,000 dollars because they are not long-term items, otherwise all assets may be reported and cause library assets to be inflated. Collections should also NOT be included in this unless they are of significant value such as collector's items, but rather treated as expenses.

**-More 990 discussed as related to Community Bank certificate of deposit known as the Truax Fund. Money was kept in this CD and it has generated very low interest. Mr. Mallette recommended possibility of moving this money to another fund to help it grow. At this time there is approximately \$11,600 in the fund. It was suggested that the Board contact John McCarthy, Financial Advisor, for his**



**advice in this matter. Mary Ellen made the motion to find a more productive investment for the Truax Funds when the time for renewal of the CD is due (October 2015), seconded by Sheri and the Board voted to approve it. Dave made the motion to accept the 990 as submitted, seconded by Sheri and the board voted to approve it. -Also mentioned, when grants are received, such as from the Preston Foundation, an itemized list will be kept in Excel to track expenditures.**

**Policy/Personnel: Mary Ellen**

-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. Mary Ellen made the motion to approve the above policies as they stand, Sheri seconded and the board voted to approve it. There are a few more policies to be approved in the future

**Public Relations: Carol**

-Library will be housing the Missing Man table for the Phelps American Legion in the month of June. Press release recommended for this.

-Literacy Volunteers of Ontario/Yates (LVOY) and PCML collaboration is underway. Leah is meeting with Paul Miller, director of LVOY for future program planning and it is recommended library have a large press release to inform public and promote the STEAM Lab. G.W. Lisk corporation is a big part of the plan and will hold training sessions at the PCML

**13. Unfinished Business:**

-Volunteer picnic to be held August 12 at Diane Goodman's house. Library will close at 5 pm and picnic will start at 6 pm. Invitations will go out in July. All library volunteers listed at the Preston Foundation dinner will be invited to the potluck dinner.

-Mary Ellen reported on the LTA Conference she attended on May 2, 2015. She observed and tried google glass and a 3 d pen. Attended a Connect with your Community workshop that recommended the library website have patrons on it, value based talk in dollars and library staff seen on same level as other community members such as police, fire department. Second workshop was a financial workshop where the Revitalization Act checklist was given out. Leah will email the checklist to all trustees so we can discuss our compliance. Discussion ensued regarding establishing an audit committee. Mary Ellen made the motion we establish an audit committee composed of the financial committee members to ensure we follow policies as written, seconded by Sheri and the board voted to approve it

**6. New Business:**

-no new business

Meeting adjourned at 8:47  
Next Meeting: June 15, 2015

Respectfully Submitted,  
Carol Priebe

---

## **JUNE 2015 MINUTES**

PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES  
Minutes of the June 15, 2015 Monthly 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: Debra Dennis

Meeting called to order at 6:57 p.m.

**14. Approval of Minutes**, May 18, 2015, approved by Mary Ellen, Sheri seconded.

**15. Approve Finances:** Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Sheri seconded the motion and the board approved it. Diane Goodman has reconciled all Quick Book errors. The Board of Trustees wishes to thank Diane for her diligence in this matter.

### **16. Manager's Report :**

- New STEAM Lab rack cards
- PLS Technology Grant received in the full amount requested, \$750. LEGO robotics have been ordered; cost over \$750 has been covered by 2014 NYS Bullet Aid and consists of an athletics LEGO extension pack per Nozzolio request to add athletics into the library. Reimbursement request has been submitted to PLS.
- Mah Jongg to be taught by Melissa Correia, June 24<sup>th</sup> and July 1<sup>st</sup>
- Cynthia Neale was here, June 3<sup>rd</sup>. Two attendees, that I found in the library.

- Summer Reading Sign up, began June 1<sup>st</sup>. Five so far, plus PCC. Begins July 6<sup>th</sup>.
- Storytelling Festival Reception held here on June 11<sup>th</sup>. 72 people attended, held in VMR and Community Room
- Harwood Institute, June 12<sup>th</sup>. Have some questions to ask the Board...
- Library signage ready to be replaced on the outside drop box
- LVOY / STEAM Lab makerspace update.
- Interview with the Messenger Post's Laurel Wemett, as well as Sheldine McDonald, who writes for the Now You Know Newsletter.
- July 15<sup>th</sup>, Barb Simms will teach a Cricut class.
- WWII series to be held in July. In planning phases.
- Discuss 2014 State Bullet Aid.
- Have a call in to the Phelps Hotel to reserve April 30, 2016, for next year's Mystery Dinner
- Field trip to the Board storage room?
- Luna, the chinchilla
- PLS has reimbursed December 14 – May 15 travel expenses. \$156.57.
- 990 Update: Never arrived at its destination. Went astray in Salt Lake City, UT. Local USPS tracked it, and National USPS sending an agent today to physically locate it. We're ok because it was postmarked May 15<sup>th</sup>. SLC holds tax returns and sends them in batches, and ours may have just been missed. To be continued...
- 2015 Construction Grant Letter of Intent has been submitted. We are eligible for 75/25% funding. See below.
- Missing Man table will be here through June.
- **All prior Quickbooks issues have been cleaned up by Diane!**

## 2015 Construction Grant Letter of Intent

This form will be used by the PLS Facilities Committee as a screening tool for the full Construction Grant Application. Please email completed form to Ron Kirsop, [rkisop@pls-net.org](mailto:rkisop@pls-net.org), by June 1, 2015.

### 1. Primary Contact – This person will be used for all grant communication during the application process.

Name: Leah Hamilton

Email: phelpslibrarydirector@owwl.org

Library: Phelps Community Memorial Library

### 2. Project Narratives – Include as much detail in the following descriptions as possible.

#### a. Description of Project

##### I. Replacement of existing fluorescent lighting with energy efficient LED lighting, as follows:

- Replace fluorescent lighting in Community Room with recessed lighting using LED light trims. Replace light switch with dimmer switch.
- Replace fluorescent lighting in general book shelf areas with LED troffer lights.
- Replace fluorescent lighting in Main entry/Circulation/Seating areas with recessed lighting using LED light trims. Install two (2) new ceiling fans in area to improve air circulation; fans to be controlled with speed control switches.
- Replace fluorescent lighting in Children's Room with recessed lighting using LED light trims. Install new decorative light in Children's picture book area.
- Replace fluorescent lighting in STEAM Lab with replacement LED troffer lights.

Electrical work to be completed by Bishop Electric, 3524 East Lake Road, Canandaigua, NY 14424.

##### II. Replacement of damaged carpet in Main Entry/Circulation Area with Aurora LVT vinyl floor planks, as follows:

- Remove existing carpet and old vinyl flooring.
- Prepare subfloor for new material.
- Provide and install new flooring.

This new LVT flooring will match the flooring that was previously installed by DeNisi in the Teen Room

#### b. Budget Narrative: Description of budget requests and vendor costs.

Bishop Electric has submitted a quote of \$11,500.00 to replace all fluorescent lighting fixtures, and includes both labor and materials. This quote specifies a \$200 per fan allowance (total of \$400) as well as a \$200 allowance for the new decorative lighting fixture in the Children's Room.

DeNisi Flooring has submitted a quote of \$5,723.51 to replace the carpet and vinyl in the Main Entry/Circulation Area. This includes \$442.75 for removal of the existing flooring; \$3,607.16 for the new Aurora LVT flooring; and \$1,673.60 for the installation of the new flooring.

**Total projected cost: \$17,223.51**

The Phelps Community Memorial Library requests the maximum construction grant funding of 50%, or \$8,611.75.

The Phelps Community Memorial Library will fund the remaining \$8,611.76 through Library investment earnings as well as an anticipated community-based improvement grant.

### 3. Timeline and Status Update

a. *Timetable: Include project start and end date. Be as specific as possible.*

This project will begin September 1, 2015, and will be completed 30 days following commencement.

b. *SHPO: Does your project require SHPO approval?*  YES  NO *If so, please describe the status of approval.*

c. *SEAF: Does your project require SEAF approval?*  YES  NO *If so, please describe the status of approval.*

d. *Does your library have or is your library in the process of receiving the following numbers/accounts?*

i. *Employer Identification Number (EIN)*  YES  NO

ii. *D-U-N-S Number*  YES  NO

iii. *System for Award Management (SAM) Account*  YES  NO

### 4. Public Library Construction Grant Priorities – Describe how your project will address one or more of the following priorities.

a. *Increased effectiveness of library service due to increased and/or improved building space and capacity.*

b. *More efficient utilization of the building such areas as energy conservation and increased staff efficiency.*

By removing and replacing the existing fluorescent lighting from the entire library, the energy efficiency will be significantly increased and the health and well-being of library staff and users will be protected. Currently, operating our existing fluorescent lights for a minimum of 42 hours per week costs \$443 per year. Installing LEDs would reduce this annual lighting cost to a mere \$1 per year (per electrician-supplied data and NYSEG customer service, applying their cost usage formulas and comparisons, and material estimates per kilowatt hour). In addition, the life of the LED bulbs will be

c. *Improved access to and use of building services by all library users, including those with physical disabilities.*

The existing carpet in the Main Entry/Circulation Area is worn and stained, and it has hazards such as areas of carpet patching and height differences. The area contains two types of flooring (carpet and vinyl), resulting in a flooring transition located in the heaviest area of foot traffic, by the front door and the Circulation Desk. Every library user, whether they check out materials, use library computers, attend library programming in the Community Room, or enter the comfy seating area, must cross this flooring transition. We have had both library staff and users on crutches or with walkers who have caught their

d. *Provision of library services to geographically isolated or economically disadvantaged communities.*

#### **4. Standing Committee Reports**

**Building/Technology: Kevin**

-Gary Mosher will repair book drop to prevent dvd's from becoming lodged.  
Kevin will paint the book drop

**Finance/Funding: Dave**

-claims sign off by trustees schedule handed out and some changes made to accommodate personal schedules  
-when the Truax Fund cd is up for renewal we can invest funds in this individual account  
- discussed when the grant summary for the Preston Fund becomes available this will be used for replacing the children's room carpet and new door for the community room, final report will be given next month.

**Policy/Personnel: Mary Ellen**

-Document retention policy is currently being worked on-members of this committee will receive a date for the next meeting

**Public Relations: Carol**

-PCML has hosted the Missing Man table for the Phelps American Legion in the month of June. Press release sent to FL Times, but pictures/article not published as of this date  
-recommended that information provided by Leah related to STEAM Lab be sent to FL Times and/or Democrat and Chronicle for future PR

**5. Unfinished Business:**

-Mystery Dinner 2016 tentative date is April 30 at the Phelps Hotel

**6. New Business:**

- 2015 Construction Grant –please see Manager's Report above

Meeting adjourned at 7:52  
Next Meeting: July 20, 2015

Respectfully Submitted,  
Carol Priebe

---

## **JULY 2015 MINUTES**

### **PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES**

Minutes of the July 20 , 2015 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Len Kataskas, Kevin Kelley, Carol Priebe, Manager: Leah Hamilton via Skype.

Other Staff and Public: John McCarthy, Debra Dennis

Public Participation: John McCarthy, Financial Advisor for the library presented the library's portfolio review including performance, fees and historical market values and index returns. A presentation on understanding asset class returns was given. Current economy and effect on the recent market was discussed. John will continue to keep us informed of stock market developments. He recommended that smaller withdrawal amounts be taken throughout the year from the portfolio rather than larger withdrawals based on current stock market information. John will resend the email information so that the portfolio can be accessed online by finance committee members.

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

1. Approval of Minutes, June 15, 2015, approved by Mary Ellen, Sherri seconded.
2. 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.

**3. Manager's Report :**

**990 Update**, continued: Spoke with IRS; they said don't worry about it as 990s are processed in batches; to call back July 27<sup>th</sup>. To be continued...

**2015 Construction Grant** update: the PLS Facilities Committee will be recommending that the Phelps Community Memorial Library receives **\$12,917.63** (75% of the total project cost) for the 2015-2018 Public Library Construction Grant Program to the PLS Board in September. The next step in the process is to complete the full NYS Public Library Construction Grant application by **Wednesday, September 2, 2015**.

**Confirmed:** The Phelps Hotel, April 30, 2016, Mystery Dinner

**2014 State Bullet Aid plans:** Hobart and William Smith First-Year students will participate in a service project during their orientation weekend. On August 29<sup>th</sup>, we will have 15 students come to the library from 9:30am-12pm to pack up the children's room in preparation for the room to be painted and transformed into a castle, and flooring to be installed on September 2<sup>nd</sup> by DeNisi Flooring. (Deb: cue the new flooring!). Opinions now solicited.

Letter from Phelps Food Cupboard / Tom Cheney

**REQUEST:** Board permission to apply for a \$5,000 grant through ONYA (Ontario Yates Fund for Women and Girls)

**REQUEST:** Board permission to purchase new 3-D printer for approximately \$2200. Questions about growth: this machine is designed to be retrofitted with advances in software, technology, and any forthcoming changes in print head styles.

Deb has requested to attend NYLA in Lake Placid. No additional hotel fees; would cost \$199, which we have available in the professional/staff development fund.

I will be on vacation August 16-30<sup>th</sup> where the sun, sand, and salt will cure what ails me.

**Programming:**

- a. July 15<sup>th</sup>, Barb Simms taught a **Cricut** class to 4 attendees
- b. **Mah Jongg** taught by Melissa Correia, June 24<sup>th</sup> and July 1<sup>st</sup>; we will have a weekly Mah Jongg program every Monday at 2pm.
- c. Another new program: **LEGO Club 28**. Kids of any age can come to the Library on the 28<sup>th</sup> of every month and play with LEGOs in an unstructured fashion from 3-5pm. If the 28<sup>th</sup> falls on a weekend, LEGO Club 28 will be held the Friday before. I donated \$1500 in LEGOs to the Library, and we will accept any LEGO donations to grow this collection.
- d. Artist **David Chamberlain** will teach Finger Painting: Freedom of the Blank Page on July 30<sup>th</sup> at 7pm. All 8 spots are full.
- e. **Summer Reading** in full swing (numbers can be provided by Deb). Ends Aug 14<sup>th</sup>
- f. **Sauerkraut Weekend:** Having a Harry Potter birthday party. Celebrating 20 years of Harry Potter. Fits into Magic of Kraut theme. Party to be held at the Carnival Grounds; will entail chocolate covered wands (pretzel rods); Bertie Bott's (jelly) Beans; edible Snitches (donut holes); a 9 ¾ platform; birthday cake; balloons; Harry Potter glasses; lightning bolt body stickers; donation drop off for Food Cupboard for both muggles and magical furry creatures. The float builders are down for the count, so a float seems unlikely this year. We need help to transport and set up the birthday party, please!
- g. **Wildlife Defenders** at 10:30am on July 28<sup>th</sup>
- h. **Wondermakers** on August 5<sup>th</sup> at 6pm
- i. **The Pallet Project:** We've started planning an event called The Pallet Project to raise awareness and funds to expand the STEAM Lab makerspace. The idea is to create furniture or something useful for the home out of the wood from repurposed pallets and apple crates that will



be provided locally. While this event will be advertised as a benefit, the true purpose is to get word out there in the world about the creative possibilities of the makerspace, to encourage the development of ideas, innovations, and hand skills, and to revive curiosity about the construction and importance of handcrafted items. We currently have 3 local artists who will participate; looking for more, especially women.

The furniture and/or object(s) would be by October 3, 2015. The wood and fasteners will be provided by PCML; artists donate their time and creativity, the Library advertises their organization for the duration of the PR campaign and auction if they wish. The auction will be held on October 10th, and all objects created will be sold to support the expansion of the STEAM Lab makerspace.

We need:

- volunteers to help transport and dismantle the pallets and apple crates during the month of September*
- donations of local apple crates during the month of September*
- woodworkers and craftspeople to design and build items by repurposing the wood from pallets and apple crates*

**Library signage** has been replaced on the outside drop box and the hallways drop box has been painted.

**Daily Messenger article** about the STEAM Lab appeared July 4<sup>th</sup>. See below for full article.

**VOLUNTEER PICNIC:** Reminder: August 12<sup>th</sup>, 6pm. 8 Walnut Street, Phelps. Dish to pass sign up will go out soon, unless you want to sign up tonight.

#### **4. Standing Committee Reports**

##### **Building/Technology: Kevin**

- Kevin painted the drop box in hallway and replaced signage on outside drop box
- Kevin will add a light to the teen room that will be energy saving
- Hobart and William Smith students (total of 15) will volunteer at PCML on 8/29/15 to assist with packing up the children's room of the library in preparation for future painting, new flooring and castle construction
- Recommendation made to improve safety of back staircase by sanding/staining railing

##### **Finance/Funding: Dave**

- Board approved Leah's request to apply for a \$5,000 grant through ONYA (Ontario Yates Fund for Women and Girls)
- Board approved the purchase of new 3-D printer at a cost of approximately \$2200. Old 3-D printer was sold to the Wadsworth Library in Geneseo
- Board granted request for Deb Dennis to attend NYLA in Lake Placid, \$199 to be taken from the professional development fund

-Pallet project was explained as a library fundraiser in the form of an auction to be held 10/10/15 with all funds to be used to support expansion of the STEAM Lab makerspace

**Policy/Personnel: Mary Ellen**

-6 new proposed policies were presented and discussed including changes presented by Leah for the policy outlining use of the community meeting room. Mary Ellen made the motion to approve the policies as presented and Sherri seconded. Board approved the motion. Policies approved were the following: Collection Development Policy, Library Collection Disposal Policy, Local History Collection Policy, Request for Consideration, Community Meeting Room Policy, Exhibits Policy

**Public Relations: Carol**

-Daily Messenger article was distributed, positive PR for STEAM lab noted  
-Upcoming programming discussed (Lego , artist David Chamberlain and Pallet project), all activities to be listed on Phelps Library Facebook page

**5. Unfinished Business:**

-Long Range Planning–Lauren Moore, Pioneer Library System (PLS) Director and Assistant Director Ron Kirsop have offered to work with the board on long range planning. Leah is in support of this and the board agreed to proceed. Leah will set up date for this planning meeting

**6. New Business:**

-Sherri made the motion to take \$5000 out of the portfolio this month, as recommended by John McCarthy during his presentation on 7/20/15 and in variable amounts (to be determined in the future by the board) during the coming fiscal year up to the amount of \$25,000. Dave will contact John McCarthy regarding the immediate \$5000 withdrawal  
-Board asked to think about using funds ( possibly recent bullet aid monies) to replace shelving in children’s room due to the age of the shelves and safety reasons. Leah will give board estimate of replacement cost for shelving

Meeting adjourned at 8:10 p.m.

Next Meeting: August 12, 2015 @ 7:30 , Location TBD

Respectfully Submitted,  
Carol Priebe

---

## **AUGUST 2015 MINUTES**

### **PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES**

Minutes of the August 12 ,2015 Monthly Meeting

Present: Roll Call: Mary Ellen Darling, Briana Graham, Kevin Kelley, Carol Priebe, Sherri Sellick

Absent: David Benz, Len Kataskas, Manager: Leah Hamilton

Other Staff and Public: John McCarthy, Debra Dennis

Public Participation: John McCarthy, Financial Advisor for the library presented the library's portfolio review. He passed out an informative article related to the stock market entitled "The End is Nearer". He discussed the effect of the slowdown in China on the stock market. John indicated that the current 50/50 split of the portfolio is still recommended. The next 6 weeks may prove volatile. John will continue to make recommendations/adjustments for the portfolio based on current market status. Brianna asked if funds should currently be withdrawn from the portfolio and John advised that he would not make withdrawals at this time.

Meeting called to order at 8:00 p.m. following the Volunteer Picnic (the board wishes to thank Bob and Diane Goodman for hosting the picnic at their home).

17. Approval of Minutes, July 20, 2015, approved by Mary Ellen, Sherri seconded.

18. Approve Finances: Sherri reviewed the current assets and profit/loss. Sherri made the motion to approve the monthly transactions. Kevin seconded the motion and the board approved it.

### **19. Manager's Report :**

1. AC Units: First need to hire Sam Bishop to terminate the connections to the panel box (Library Expense). Then Village will drain and remove, and then walls will be repaired. Then we can sell the units. Proceed? Also, Village does not have red paint. Can always get some to match.
2. We have the paint for the back steps. Needs scraping, sanding, painting.
3. \$5,000 from Investments has arrived and has been deposited. Question: Will Board please Vote on changing the verbiage in the Budget from "Investments Income" to "Investments Transfer"? It is not actually income and so should not be labelled as such.
4. Re: Long Range Planning and working with Ron and Lauren. They have suggested the following dates: Sept 2, 4, 8, 15, 16, 23, or 24. What works best for the Board?
5. LEGO Club 28: Our first 28<sup>th</sup> was very successful! We had 10 kids playing with Legos, along with their parents.
6. Finger Painting with David Chamberlain: We had 8 people sign up out of 8 slots; everyone showed up. They didn't want to leave. Highly successful. David has donated a painting (valued at \$2500) to the Library.
7. Deb: report on Summer Reading activities...

8. Wildlife Defenders: 62 attendees. Wondermakers: ) attendees. It was the time slot that we were given. 6pm is the dead zone for programming. It was advertised in the Merchandiser, but no one came.
9. Mah Jongg: 2 regular attendees. Will work to make it grow. Need at least 3 players
10. Pizza was stolen from patron's belongings. Will make sign explaining policy that Library is not responsible for unattended belongings. The culprit was identified on camera and reported to the PCC. And Incident Report was filed.
11. There was a gas leak this week just outside the Library from the furnace line. Fire Dept came, Halco repaired it, and all is well in the world once again.
12. 12-15 Hobart William Smith students will be helping us take down the Children's Room on August 29<sup>th</sup>. Flooring will be installed Sept 2<sup>nd</sup> by DeNisi. Please see quote. Library will be closed August 29<sup>th</sup> through September 2<sup>nd</sup>. Children's Room will be closed August 29<sup>th</sup> through September 12<sup>th</sup>. New shelving has been ordered; it was less than \$500 for 5 seating/shelving combo pieces.
13. Working to complete NYS Construction Grant and Town Budget Request by Friday, or Saturday afternoon at the latest.
14. On September 11<sup>th</sup>, I will write to request the School Tax Funding.
15. I've been asked to attend the Women's Advisory Board meeting with Brian Kolb on September 10<sup>th</sup> at Canandaigua Inn on the Lake.

## **20. Standing Committee Reports**

### **Building/Technology: Kevin**

-board approved request to hire Sam Bishop to terminate the connections to the panel box (Library Expense),( Village will drain and remove, walls will be repaired) and subsequent sale of the units.

-children's room renovations were discussed and Deb requested help with rebuilding the shelves after they are taken down by Hobart students. Kevin will be supervising the Hobart William Smith students when they are taking down the children's room. Deb recommended the shelves be replaced due to safety issues. Metal shelves were recommended as a replacement. Suggestion made to possibly replace a third of the shelves each year for three years. Total cost for all shelves is \$16,000. Possibility discussed of requesting Preston Foundation funding for the shelves.

-Kevin recommended to replace the back porch railing with composite wood. Steps will be repainted

-teen room light being worked on, estimated to be finished by 8/14

### **Finance/Funding: Sherri**

-\$5,000 from Investments has arrived and has been deposited. Mary Ellen made the motion to change the verbiage in the Budget from "Investments Income" to "Investments Transfer" because it is not actually income and so should not be labelled as such. Sherri seconded the motion and the board approved it

### **Policy/Personnel: Mary Ellen**

-purchasing policy will be looked at again by the Funding and Finance Committee (Kevin, Sherri and Dave) and they will report back any changes

**Public Relations: Carol**

-Finger Lakes Times photo from the sauerkraut festival library booth was published 8/7/15

-Deb and Bri reported that the Harry Potter birthday party was very successful, Saturday was busy with Legos drawing a lot of interest ,Sunday was quieter

- efforts being made to secure more artists for the upcoming pallet project, we currently have 4 artists signed on to participate

**21. Unfinished Business:**

-Long Range Planning–Lauren Moore, Pioneer Library System (PLS) Director and Assistant Director Ron Kirsop have offered to work with the board on long range planning. Possible dates were given in the manager’s report but exact times need to be given to board to see if they can attend. A Doodle schedule will be sent out by Deb for sign up.

-Mary Ellen made a motion we create a committee to bring in volunteer support for library functions, Sherri seconded the motion and the board approved it. Mary Ellen will chair the committee and other members will be added in September.

**6. New Business:**

- Bri will be completing an internship for approximately 4 months out of state. She will Skype at future meetings. Kevin, as Vice-President will do any signing in Bri’s absence.

Meeting adjourned at 9:30 p.m.

Next Meeting: September 21, 2015

Respectfully Submitted,

Carol Priebe

---

## **SEPTEMBER 2015 MINUTES**

### **PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES**

Minutes of the September 21, 2015 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham (via phone), Len Kataskas, Kevin Kelley, Carol Priebe, Manager :Leah Hamilton

Absent: Sheri Sellick

Other Staff and Public: none

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

1. Approval of Minutes, August 12, 2015, approved by Mary Ellen, Kevin 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.

**3. Manager's Report :**

1. Children's Room Renovations:

- A. Hobart William Smith freshman volunteered and helped pack up room
- B. Flooring installed, ~\$1,000 less than quoted. Had to make an 11<sup>th</sup> hour change in choice since our original choice was backordered 4 weeks. That's what turned the future castle into a park setting, much more appropriate for our local.
- C. new stools, poufs, and umbrellas ordered (NYS 2014 bullet aid)
- D. Shelving ordered, per approval of the Board; expected October 7, 2015
- E. Painting is mid way
- F. BSB Rental donated \$50 toward the rental of a lift, to assist in removing and reinstalling ceiling tiles. Some tiles needed to be replaced.
- G. Anticipate re-opening mid-October
- H. Feel free after the meeting to go have a peek!

2. Truax Fund

3. Rules of Conduct

4. DVDs: ordered backs for the DVDs to prevent falling behind the shelves; they have been installed

5. Changes in Food Cupboard Book Donation procedures

6. NYS Construction Grant submitted

7. Deb attended Advanced Holdings training session at PLS  
(she bi-located; the other half of her has been painting painting painting...)

8. Story Hour has resumed; held in the Community Room

9. We've had STEAM Lab visitors, but...

10. I will be presenting Making Space for a Makerspace at a Monroe County Library System Tech camp this Friday, from 9-12 in Rochester

11. Cadaret withdrawal?

12. Funding request sent to Midlakes School District Business Office requesting

funds

13. I submitted a budget request to the Town

14. 3-D Printer sold and delivered to Wadsworth

15. Will begin developing the Annual Appeal documents, which will include the Annual Report to the Community, as per usual

16. Literacy Volunteers of Ontario-Yates has written a grant to purchase an X-carve machine for the STEAM Lab and plans to hold trainings in the STEAM Lab; focused on women and young girls in engineering and sciences.

#### **4. Standing Committee Reports**

##### **Building/Technology: Kevin**

-recommendation to buy platform for donated scaffold. Mary Ellen made the motion to purchase the platform, Len seconded the motion and the board approved it.

-recommendation to use Truax Fund cd to purchase needed shelving for the Children's Room renovation. Carol made the motion to use the Truax fund in the amount of \$10,000 to purchase book shelves for the Children's Room, Kevin seconded the motion and the board approved it. A small sign will honor Truax as the donor for the shelving.

-Mary Ellen made the motion that Deb may have some of the old book shelves and that the others will be sold to patrons, Dave seconded the motion and the board approved it.

-hand rail on the back porch was replaced by Kevin and caps will be replaced at a future date

-A/C units to done at a later day by Sam Bishop

-cameras for "dead spots" will be purchased, possibly up to 8

-Deb will draw up design for a lift and stairway to the 2 rooms below the Steam Lab (basement area). Area to be used possibly for storage and holding books to be cataloged,

moisture in this area recommended to be checked.

-bathroom in library needs flooring renovation, Leah will get estimate from Denisi's

##### **Financing/Funding: Dave**

-budget for the year has been submitted

-Truax fund is completed per the information above, Dave to contact Mary at Community bank to complete this transaction

-NY Construction Grant has been submitted

##### **Policy/Personnel: Mary Ellen**

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

**-Square Minimum-** Mary Ellen made a motion that no minimum is needed for Square , Kevin seconded it and the board approved it. A new square reader will be purchased with a chip

**-Long Range Planning-**board will work with Ron and Lauren from Pioneer Library System in January 2016 when Bri is back in the area. At the planning meeting on 9/16 Ron presented templates, a time line and discussed focus groups. Motion made by Mary Ellen that we extend our long range plan until 2016, Len seconded and the board approved the motion.

**Public Relations:** Carol

**-Business Ventures** students at WFL BOCES will break down pallets for the pallet auction and they will also build a project from pallets

**-Pallet project** now moved to coincide with the Mystery Dinner on April 26, 2016

#### **5. Unfinished Business:**

**- Events Committee-** Mary Ellen and Carol will meet to list future library events and recruit volunteer support for these events

**-Annual Dinner** for the Pioneer Library System will be held in October

**-Leah, Mary Ellen and Kevin** have indicated they would like to attend

**-Mary Ellen and Carol** will attend trustee workshops at the Pioneer Library System on 10/5 , one workshop for library trends and another for board/director partnerships

**-terms of office** will expire on the following schedule:

**January 2016-** Len, Sheri, and Bri (can renew for another term)

**December 2015-** Kevin's terms will be completed and he will leave the board

#### **6. New Business:**

**-Board needs to begin budget planning** for the upcoming year

Meeting adjourned at 8:30 p.m.

Next Meeting: October 19, 2015

Respectfully Submitted,

Carol Priebe

Respectfully Submitted,  
Carol Priebe

---



# OCTOBER 2015 MINUTES

## PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES

Minutes of the October 19, 2015 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham (via Skype), Len Kataskas, Kevin Kelley, Carol Priebe, Sheri Sellick, Manager :Leah Hamilton

Other Staff and Public: John McCarthy

**Public Participation:** John McCarthy, Financial Advisor for the library provided handouts and discussion took place regarding a market update from American Funds, Capital Group World Market Review for the third quarter- 2015, and the October 2015 Portfolio Review for the PCML.

Meeting called to order at 7:04 p.m.

1. Approval of Minutes, September 21, 2015, approved by Sheri, Kevin 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.

### 3. Manager's Report :

1. NYLA – I will be leaving on Tuesday, October 20<sup>th</sup>, for Lake Placid, where I will present two programs on Making Space for a Makerspace: a 3 hour program on Tuesday, the 21<sup>st</sup>, and a 1.25 program on Friday, October 23<sup>rd</sup>.

2. Midlakes Superintendent has asked the libraries to participate in a Community Read, reading The Leader in Me. There are scheduled dates that we are to check in, and there is a Twitter feed to follow.

3. Sarah Hamilton of the Phelps BDTC has asked if we want to participate in the Google 360 visit. The cost is \$299. I do not feel this is a good use of our funding.

4. The Children's room is ready! The shelves have arrived. Need to determine a Grand Opening date. Senator Nozzolio's office has been contacted. Many thanks to Sam Bishop for our electrical work. Still need to install umbrellas, paint bathroom, and a few final touches. The Koala Kare changing table has arrived and needs to be installed post-painting. We will purchase some magnetic games for the ugly ends of the new shelving.

5. I would like to address the hole in the wall upon entering the Community Room. We must fix that properly rather than hang a quilt over it.

6. After a walk-through, it has been determined that the space beneath the STEAM Lab is not appropriate for Library materials/storage.
7. The flooring will be installed by DeNisi Flooring in a couple of weeks.
8. The Village has approved our use of the extra doors stored in the basement.
9. After discussions with the Clifton Springs Library, we will ask for \$56,487 in Funding in May 2016. We have received the 2015 tax levy.
10. I will be delivering a program on Preserving your Archive at RRLC on October 29<sup>th</sup>.
11. I participated in the Tech Camp for the Monroe County Library System, speaking on Makerspaces in Small and Rural Libraries.
12. The new security equipment/upgrade has arrived.
13. The Teen Room has new shelving, repurposed from the Children's Room.
14. STEAM Stations (Knitting, Doodling, Adult Coloring, etc.) are being installed throughout the library.
15. Linda Bolan/Budding Readers will be offering their coupon program again this year, beginning in November.
16. Great Communication with the schools re: the Arduino program. 4 teens out of 8 participants!
17. New Rack cards have been ordered and have arrived.
18. Envelopes will be ordered for the annual appeal, with the non-profit stamp on them.
19. 4 perpetual reader's ads will appear in the Merchandiser: STEAM Lab, Lego Club 28, Mah Jongg, and pre-school story hour.
20. I had a meeting with our insurance company and we are now completing an inventory of all furniture, etc.
21. A new chip reader has been ordered from Square. Will arrive as available later in 2015.
22. The 2015 NYS Budget Aid has been received.
23. PLS has informed us that Wireless Access Points are receiving service upgrades.
24. Can we investigate a cleaning service for our bathrooms?
25. The DVD Shelving has had the new backs installed so that movies do not fall behind the shelving. Must order more bookends.

#### **4. Standing Committee Reports**

##### **Building/Technology: Kevin**

- Children's room re-opened with new flooring, paint and bookshelves, waiting to hear about construction grant for possible new lighting in this area
- cameras for "dead spots" to be installed
- bathroom flooring scheduled to be installed in the upcoming week
- rooms below Steam Lab deemed unusable for safety reasons
- 2 doors were located in area under Steam Lab, 1 will be used to block off staff area and 1 door has been donated by Leah for the community room
- towers previously used in children's room will be given away
- Koala Kare baby changing station will be installed in the children's room bathroom
- wireless access points service upgrade will improve strength of wifi
- discussion and recommendation for hiring a cleaning service for the bathrooms at the library
- Kevin will fix hole in the wall near Community Room

##### **Financing/Funding: Dave**

- Investments draw-John McCarthy recommended delaying this action to watch the stock market in the coming months
- Truax fund to be withdrawn before October 23, Dave to contact Mary at Community bank to complete this transaction
- School Tax Levy for 2015 has been received, in 2016 board agreed to ask for 14% or \$56,487
  
- 2016 Library Budget presented and board discussed Leah's request for salary increases, Finance Committee to meet and discuss budget and salary

##### **Policy/Personnel: Mary Ellen**

- Purchasing Policy- board approved purchases may be spent up to \$1,000 without prior approval
- Borrowing and Circulation Policy distributed and discussed, to be voted on at next meeting
- Local History Collection Policy was updated and distributed to board members

##### **Public Relations: Carol**

- Pallet project now moved to coincide with the Mystery Dinner on April 26, 2016

#### **5. Unfinished Business:**

- Events Committee- Mary Ellen and Carol met, sent 65 letters to potential library volunteers asking for them to commit to any time period for a variety of library events in the coming year

-Annual Appeal- items to be included presented by Leah( photos, mystery dinner information, programs and events, annual report, request for donations with a return envelope), letter for volunteer support to be included

-Mary Ellen and Carol attended trustee workshops at the Pioneer Library System on 10/5, they reported information on current library trends and board/director partnerships

**6. New Business:**

-no new business at this time

Meeting adjourned at 8:45 p.m.

Next Meeting: November 16, 2015

Respectfully Submitted,  
Carol Priebe

---

## **NOVEMBER 2015 MINUTES**

### **PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES**

Minutes of the November 16, 2015 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham (via Skype), Len Kataskas, Kevin Kelley, Carol Priebe, Sheri Sellick, Manager :Leah Hamilton

Meeting called to order at 7:05 p.m.

22. Approval of Minutes, October 19, 2015, approved by Mary Ellen, Dave seconded. One correction made under Building/Technology regarding the doors to be used in the library.

23. 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' Report :**

##### **PROGRAMMING**

- a. December 2nd, 6-8pm: Painted ornaments, \$5 materials fee, to be taught by Becky Sloane
- b. December 12th, 10am-12pm: Wire bracelets, \$5 materials fee, to be taught by Becky Sloane
- c. Children's Room and Teen Room: interactive programming
- d. The new 3D printer has arrived! See more below...
- e. Hometown Christmas will be held at the PCC on December 5<sup>th</sup> starting at 6pm. We will have crafts and letters to Santa as usual.

### **OPERATIONS & BOOKKEEPING:**

- a. Annual Appeal update and email received today from Wilson Press with changes to quote
- b. Mystery Shopper grant: A Customer Services Committee will be convened by PLS to enact a proposed grant through RRLC, and I have submitted a letter of interest to participate. Mystery shopping is a valuable tool that will provide participating libraries with objective and authentic patron experiences. The data can in turn be used by these libraries to evaluate and improve services. This program will be entirely confidential. Data gathered will be anonymously compiled, but specific information will be given to the libraries that take part in this grant.
- c. New Credit Card with no fees through our bank
- d. New Reimbursement Form
- e. New Vacation Request Form
- f. Changes to Annual Review procedures for staff
- g. Staff compensation discussion: \$15 an hour?
- h. Staff job descriptions to be rewritten
- i. Old children's room shelving and towers have been redistributed
- j. Printer that we couldn't sell has been sent to the School Age program for their use
- k. Popcorn machine has been shared with Gainesville Library.
- l. Main bathroom has been updated (Kevin will share the details).

### **PUBLIC RELATIONS AND OUTREACH:**

- a. NYLA Update
- b. December 1<sup>st</sup>: Asked to present with PLS's Pat Finnerty for Wayne Finger Lakes BOCES. We will each present for an hour (my hour is on makerspaces, of course.)
- c. Chemung County Library System: visiting on December 2nd
- d. April 1<sup>st</sup>, 2016: Asked to travel to Plattsburgh to present on Makerspaces for the Clinton-Essex-Franklin Library System
- e. Have a call into the Principal of the Midlakes PTEch program to have students assist us in the setup of the new 3D printer. Doug Latch also wants to participate.
- f. Attended a Legislative meeting at Assemblyman Brian Kolb's office on November 12<sup>th</sup>. (VIC & RJ also there)
- g. December 5<sup>th</sup>, 10am-8pm: Open House (need volunteers)

### **OTHER STUFF:**

- a. Trustee handbooks are here for each of the trustees

## **24. Standing Committee Reports**

**Building/Technology: Kevin**

- Grand Opening of the Children's Room will be 12/5 @ 6 pm, busiest time will be from 2-5 p.m., Mary Ellen and Carol will ask for volunteer support from volunteer list
- Main bathroom has new flooring, a mirror will be added as well as a Koala Care changing station
- hole near main bathroom has been repaired
- security cameras will be installed soon
- wireless access points service upgrade has not yet been installed
- discussion related to removal of a stored air conditioner no longer being used
- cleaning service for bathrooms was discussed, still looking for an employee to fill position

**Financing/Funding: Dave**

- DISCUSSION: Tax cap plan will be overridden, need to file by January 21, 2016
- Dave removed funds from the Truax Fund in October and funds were used for shelving and flooring with an amount of \$500-\$750 left over to be put toward library materials
- Currently \$5,000 has been withdrawn from investments, after discussion Dave made the motion to withdraw \$15,000 from the investment fund, Sheri seconded the motion and the board approved it.
- Annual Appeal will be sent out by Wilson Press in the next week and a half to all members of community, both homeowners and renters
- Bullet aid received in the amount of \$15,000
- Finance committee to schedule budget meeting to develop 2016 budget
- Sheri has agreed to sign off on the finances for the time period of November 28-December 2<sup>nd</sup>

**Policy/Personnel: Mary Ellen**

- Renewal of Manager's contract is due by January 6, 2016, Personnel Committee will meet to discuss (Len, Dave, Mary Ellen and Kevin)
- Mary Ellen made the motion that the Borrowing and Circulation Policy be approved as discussed, Carol seconded the motion and the board approved it
- Status of General Policies per the PLS list- discussion as to whether we may need an insurance review policy and a technology disaster plan , library's current Public Policies and Procedures are all listed on the library website, all policies will be completed by the end of 2015

**Public Relations: Carol**

- Carol will contact local media outlets in regard to opening of the Children's Room in December to see if we can get coverage
- Leah Hamilton, Manager of the Library was recognized by the President of NYLA in a written note for her knowledge and passion during her October presentation (funding, distribution of money and set up of a STEAM LAB) at the NYLA conference in Lake Placid, several other attendees sent positive notes as

well and thanked Leah for useful information. Leah will be doing a STEAM LAB presentation for the Clinton-Essex-Franklin library system in the near future -P-Tech at WFL BOCES has once again been contacted to help with set-up of the new 3-D printer at the library

**25. Unfinished Business:**

- Events Committee- Mary Ellen has a list of 6 contacts whom will support library events at this time, she will contact them to help with Children's Room opening, spreadsheet of those on volunteer list for events will be distributed at next meeting

**5. New Business:**

- Mary Ellen applied, was interviewed and selected as the representative of the Pioneer Library System Director's Group of the New York State Library Association. Mary Ellen made the motion that PCML join the Library Trustee Association for the fee of \$120/year, Sheri seconded the motion and the board approved it.

Meeting adjourned at 8:30 p.m.  
Next Meeting: December 21, 2015

Respectfully Submitted,  
Carol Priebe

---

## **DECEMBER 2015 MINUTES**

### **PHELPS COMMUNITY MEMORIAL LIBRARY BOARD OF TRUSTEES**

Minutes of the December 21, 2015 Monthly Meeting

Present: Roll Call: David Benz, Mary Ellen Darling, Briana Graham (via Skype), Len Kataskas, Kevin Kelley, Carol Priebe, Sheri Sellick, Manager :Leah Hamilton

Public Presentation: John McCarthy, Financial Advisor for the PCML provided the board with a recent update on stock market information and relation to the library's current investment. John will monitor the pending withdrawal of \$15,000 from the investment for the 2015 budget and make an appropriate recommendation based on current stock market information.

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

26. Approval of Minutes, November 16, 2015, approved by Mary Ellen, Sheri seconded.

27. Approve Finances: Dave reviewed the current assets and profit/loss. Dave made the motion to approve the monthly transactions. Sheri seconded the motion and the board approved it.

## **Manager's Report :**

### **PROGRAMMING**

- a. Becky Sloane's classes were filled; she's been asked to do a monthly class on the 4<sup>th</sup> Monday of the month
- b. Open House and Hometown Christmas: 568 attendees between the two events. Christmas crafts, letters to Santa, balloons. Thank you to volunteers who brought food: Bonnie Dixon, Carol Lord, and Sally Boyce. Generally positive feedback about how fun and kid friendly the room is, love the teaching magnets; shelving too high, books sliding. Article appeared in Messenger Post the day before the event; photograph was in the Finger Lakes Times on December 13<sup>th</sup>.

### **Curious Phelps children or anyone else in the neighborhood can learn through Imagination Gardens**

#### **A grand opening for new children's room is set for Saturday**

#### **By Christen Smith, Daily Messenger freelancer**

Posted Dec. 4, 2015 at 12:02 AM

PHELPS — For Phelps Community Memorial Library Manager Leah Hamilton and her staff, libraries aren't just a place for adults that happen to include kids books. They go out of their way to ensure children feel like the library is theirs.

"We want children to have fun, to feel safe and comfortable enough to explore their interests, and to discover what makes themselves tick and what intrigues them," Hamilton said.

This Saturday the staff will celebrate the grand opening of the Banta Street library's new children's room. Dubbed "Imagination Gardens," the room was recently renovated and now sports a vibrant garden setting, with the help of \$10,000 in state funding.

The room will be open from 10 a.m. to 8 p.m.

"Renovating this room with a park theme was meant to inspire playful imaginations and learning that is fun and exciting," Hamilton said. "Hence the name, 'Imagination Gardens.'"

When the renovation began, Hamilton said staff members first envisioned a castle theme for the room with princesses and knights. But when the flooring was not available for that motif, they started leaning toward the idea of a park setting.

"We really had an aha moment," she said, of the decision to transform the room into a garden setting. "We thought, wouldn't a park setting be perfect for Phelps?"

Staff member Debra Dennis and her daughter, Alex, spent hours turning the plain yellow walls into a garden setting — all out of love. "It's a complete transformation," she said.



Hamilton is excited to show off the new room Saturday, and hopes lots of families come out for crafts and activities. The celebration coincides with the village's holiday tree-lighting, so kids can stop by the library on their way to see Santa.

"The natural inclination of children is to learn by doing, and so we hope to promote curiosity and inquiry by offering interactive learning games throughout the space like the magnetic human body, the butterfly and plant life cycle," she said. "Their favorite books are most often the ones they discover themselves, and so we want them to feel like kids and to have an adventure in the children's room. Libraries are about education, and so we hope to foster learning in the most fun and creative environment possible."

She thinks kids and families will be impressed with the new space and the room has already gotten quite a bit of use.

"This room will help kids really use their imaginations," she said. "You lose yourself in the room."

**If you go:**

**WHAT** Grand opening of Imagination Gardens children's room

**WHEN** 10 a.m. to 8 p.m. Saturday, Dec. 5

**WHERE** Phelps Community Memorial Library, 8 Banta St.

**INFO** Call 315-548-3120 or visit [www.phelpslibrary.org](http://www.phelpslibrary.org)

- c. \$25 donation for Christmas ornaments printed on the 3D Printer, thanks to Darling's Tree Farm. All 1.75mm filament has been sold to Pioneer Library System for their new Afinia printer. \$3 printing fee collected from Holly Rich who had #D snowflakes printed for her classroom. Teen program utilizing the 3D printer; they design an ornament, Deb scans it, converts it to 3D, and its printed on the 3d printer.
- d. Book wrapping for the Food Cupboard; 4 boxes of books, mostly children's. Half left. 33 families registered, but not all took them. Those that did were very appreciative because it would help with Christmas presents.
- e. Budding Readers program in full swing. Been collecting coupons and giving away books (2 for Christmas)
- f. Working closely with LVOY, LV of Wayne County, and Lakeview Health Services to develop a workplace training program to be held in the STEAM Lab. Working to involve local individuals, businesses and schools.

**OPERATIONS & BOOKKEEPING:**

- a. Annual Appeal update
- b. New Release of Personal Information Authorization form.
- c. Looking into legalities of computer use/minors/pornography & obscenity; must review our policies to reflect these legalities. Have spoken with Lauren about policies and practices.

- d. Guests to sign Computer Acceptable Use form; new patrons sign this agreement on the registration form; they will be given a copy of the policy.
- e. Posted on Community Board that Library is not responsible for personal loss or theft within the library and that video surveillance is in use.
- f. Travel claim has been submitted to Pioneer Library System for the period June-November 2015.
- g. We've received the final 10% of the County LLSA (See Profit and Loss Detail report)
- h. Kathryn Emerson has been hired to provide cleaning services for the library (3 hours per week).
- i. Problem with phone number on 411.com/whitepages.com.
- j. Update on Policies re: PLS List:

**FINANCIAL:**

- Procurement Policy
- Online Banking Policy
- Bid Solicitation Policy (do we need?)
- Capitalization Policy (do we need?)

**PERSONNEL**

- Determining Compensation Policy is OLD (not on PLS list)

**GOVERNANCE:**

- Claims Auditor Responsibilities (we have a schedule, but no job description)

**ADMINISTRATIVE:**

- Disaster Plan (exists, but is OLD and TERRIBLE)
- Technology Disaster Plan
- Insurance Review (a review happens, but we have nothing in writing that says that it has to)
- Meet with Banking Representative (nothing in writing stating as such)
- Record Retention (exists, but needs review)

**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.
- b. All computers have been pulled from the Community Room due to recent events involving theft and pornography. This door will be alarmed from now on due to patrons using computers in the Community Room leaving from this door. Two Chromebooks have been purchased to accommodate loss of computers in the community room.

- c. Computers are going to be used in the main circulation area. Personal computers can be taken anywhere in the library. Minor computers can be taken to the children's room/teen room. Parents of minors can take computers to the children's room so that they might accompany their children.
- d. We are CIPA compliant; dedicating two computers for minor use that will have stronger filters. All minor registrations will default to the minor use computers unless the parent/guardian opts them out. (requires policy change)
- e. iPad Pro purchased
- f. iMac purchased for the 3D printer in a super Thanksgiving steal.
- g. LittleBits have been purchased to finish up 2014 State Bullet Aid. Voted Top Tech Toy by the New York Times (our 3D printer won 3D Printer of the Year by MAKE Magazine)
- h. 2 of our 5 old monitors sold for \$25 within the system.

#### **PUBLIC RELATIONS AND OUTREACH:**

- a. Presented Making Space for a Makerspace for Wayne Finger Lakes BOCES. Following an enthusiastic response, I've been asked to present for BOCES conference in Rochester for WFL and GV BOCES.
- b. Multiple visitors to the STEAM Lab (Chemung County Library System, a local couple, 4 teens, Newark Public Library, a father of boy interested in using the 3-D printer, man from Rochester)
- c. Attended a Legislative meeting at PLS with Senator Nozzolio. Wonderful, as usual.
- d. After an email from Jim Cheney about Phelps jobs following an inquiry he received, I have contacted Ontario County Workforce Development to see if they can filter jobs by zip code for us on the NYS Dept of Labor website.
- e. Received a request from Heather Bradley to have the National Elementary Honor Society come and sing carols and warm up in the Library on December 12<sup>th</sup>.

#### **OTHER STUFF:**

- a. Shared a video with PCML staff on Active Shooter Training Video.
- b. NYLA Organizational memberships have been submitted. Gives PCML, the Library Manager and one designated staff member free memberships in NYLA.
- c. Claims Auditor schedule changes.

## **28. Standing Committee Reports**

### **Building/Technology: Kevin**

- Kevin has completed several tasks in the community room: white board installed, quilt moved, plug strip mounted on counter
- Kevin repaired other areas in library: wheels put on shop vac, painted restroom walls, put up mirror in restroom, changing table installed, cleaned Roomba

- Kathryn Emerson has been hired to provide cleaning service in the library
- new technology: refer to information in Manager's Report

**Financing/Funding: Dave**

- Dave made the motion to resolve to exceed the 2016 Tax Cap , Len seconded the motion and board approved it
- Following presentation of the 2016 Proposed Budget Dave made the motion that the 2016 Proposed Budget be approved, Mary Ellen seconded and the board approved it

**Policy/Personnel: Mary Ellen**

- Manager's Contract reviewed, Mary Ellen will send minor changes including salary to Bri for her to sign by 1-16-16
- Leah will do a self-evaluation and trustees will complete a review of the Manager via email, evaluation to be e-mailed by Mary Ellen and all trustees will submit before 12-30-15
- Mary Ellen made the motion to approve the Computer Acceptable Use Policy and Agreement associated with it, as presented; Sheri seconded the motion and the board approved it
- Leah outlined changes to the E-Reader Agreement, Mary Ellen made the motion to approve the agreement as presented, Sheri seconded and the board approved it
- Rules of Conduct policy will be reviewed by the policy committee with addition of procedures for suspension of patron access, outline who can suspend, and when suspended patron may return to the library
- additional policies needed are: release of personal information, online banking policy, compensation policy, claims auditor job description
- library manager will work on disaster plan, technology plan and record retention plan

**Public Relations: Carol**

- December opening of the Children's Room was covered with an extensive article in the Daily Messenger newspaper and a picture and caption in the Finger Lakes Times

**29. Unfinished Business:**

- Events Committee volunteer list to be distributed next meeting

**5. New Business:**

- discussed suggestions for new trustees to fill 3 upcoming vacancies (Sheri, Len, Kevin)

Meeting adjourned at 8:45 p.m.

Next Meeting: January 18, 2016

Respectfully Submitted,  
Carol Priebe