

# JANUARY 2014 MINUTES

## ANNUALMEETING

Minutes for January 20, 2014 7:00

Phelps Community Memorial Library Board of Trustees

### Roll Call:

David Benz, Mary Ellen Darling, Briana Graham, Len Kataskas,  
Kevin Kelley, Carol Priebe, Sheri Sellick, Manager Leah Hamilton

Absent: Sheri Sellick

Other staff & public: Deb Dennis

Public Participation: Dan Blondell of Finger Lakes Investment Corp shared the Client Review Report: portfolio detail, asset allocation, comparative holdings, benchmarks and the value of the portfolio. Suggestions: make changes to add Health mgt and Science and Technology to our portfolio and change the policy for 25% within a given year– take out word “dividend” in our policy so it covers the growth instead of dividend growth. The board approved his suggestions and changes.

Adoption of agenda: approved

1. Approval of Minutes: January 21, 2013; approved by the board
2. Manager’s Report: Leah:

---

## PCML Abecedarium of 2013

### A: Agent of Change

2013 began with the Board hiring an Agent of Change. This new gal was ready to challenge what had come before, to rebuild bridges, and to forge new friendships.

### B: Better World Books

Instead of the time consuming and soul-taxing book sales, the Library now sends weeded items to Better World Books. In ten months, the Library has effortlessly earned \$101.43.

## C: Collaboration

Where to begin?

- The Teen Art Program, a collaboration with the Phelps Arts Center and the Phelps Community Center.
- The Village of Phelps, the PCC and PCML are working on a reinvention of the hallway.
- The Village of Phelps and other local organizations for the Harvest Festival with pumpkin decorating and Hometown Christmas with Letters to Santa. Children around Phelps received mysterious letters from Santa...
- Midlakes Middle School began talks of collaboration for their music program.
- The PCC brings their School Age Program to the Library as part of their afternoon.
- The PCC, the Village, the Fire Dept, the Police Dept, and I are writing a Disaster Plan for the building.
- BOCES and the Ontario County Sheriff's Dept bring volunteers to the Library on a regular basis.
- Walworth Library and PCML have a very innovative and creative collaborative relationship.
- PCML was a drop off for Katie's Kritters.

## D: Digital Signage

Bringing the Library forward into our world of technology, PCML has embraced digital signage. We are one of the few libraries in the PLS system to have made this leap, which advertises our programs and events. I design a slideshow in Photoshop, and using a flash drive, we load the slideshow onto our smart TV. The TV plays 24 hours a day, so that even after hours, people can see the advertising as they walk by.

## E: Evolution

The Library of Tomorrow is no longer a simple warehouse for books. Together, we have set the stage for an evolution of PCML from a small town library to an informational and experiential hub, an interactive and creative space, and a new and exciting destination location that starts some pretty interesting conversations.

## F: Funding

We now have a tighter grasp on our day-to-day funding, with new cash drawer policies, the introduction of petty cash receipts, and the installation of a wall safe. Plus, and it's a BIG PLUS, we received \$17,598.37 more than anticipated, thanks to bullet aid and donations.

### G: Gadgets

PCML has taken a technological leap with some new gadgets, introducing to our community tablets, laptops, a 3-D printer, large format color printer, Photoshop software, a Roomba... With the evolution of the STEAM Lab, there will be many opportunities for the other G, GROWTH, in the future. We also purchased a variety of interactive toys for the Children's Room, to make younger patrons' experience here more exciting and memorable.

### H: Heart

Over the past year, I've seen our Library staff come alive. The changes that have been made here in 2013 come from our staff's willingness to share their ideas and see them come to fruition, their trust that change is okay and even exciting, their creativity has no limit and is openly embraced, and that they will be given the opportunity to take their ideas and run with them with their own initiative. And all of THAT comes from the heart.

### I: Identification

PCML adopted a new logo in 2013. The logo appears on all advertising, letterhead, envelopes, our website, Facebook, etc. so that the public will instantly recognize Library events, programs, and news.

### J: Jerry Nichols

Jerry is a mover and a shaker. He's an endless wealth of library knowledge. Through his teaching, we have cleaned up some of our policies and our practices. The Emerging Leaders, Future Directors course that he taught this past summer was invaluable to confirming that we were doing a number of things right, helping us clear the path when the lines get murky with library laws, and offering his support. It's nice to have a friend like Jerry in the Library World.

### K: Kaleidoscope

This past year was about taking a close look and examining what was inside. With a few twists and turns in a kaleidoscope, you can see a whole different arrangement of colors and shapes and ideas. You can change the patterns by seeing things from a different perspective. 2013 is an excellent example of taking what already existed and re-envisioning PCML with new colors, shapes and ideas. It's a beautiful world!

## L: Library Patrons

Where would we be without our Library Patrons? In 2013, there were 149 new library patrons, up 25% from 2012 (112 new patrons).

## M: Move, Move, Move

The Library has been upended and twisted and turned around. Collections have been moved and rearranged, seating has changed, the Circ Desk was flipped around, gone are the messy bulletin boards, Community Rooms have switched ends of the building, furniture and shelving units have been seen sliding all over the library. Those awesome little furniture sliders have seen a great deal of action in 2013! The delight on patrons' faces when they see our new look has been, overall, overwhelming positive, and patrons still exclaim what a wonderful job we are doing.

## N: Nozzolio

And where would we be without the generosity of Senator Nozzolio? We received \$10,000 in Bullet Aid in 2013, thanks to Deb's fantastic idea of presenting Sen. Nozzolio with a heart full of patrons' comments of why they love their Library. This aid provided the major funding for our innovative S.T.E.A.M. Lab and the interactive toys for children.

## O: Outreach

PCML reaches out to our community, too!

- I taught a couple of workshops for the Pioneer Library System.
- I joined Rotary to represent PCML benefit our community. As part of this group, a community bookcase was secured for Vienna Gardens.
- Pre-school Story Hour for Bright Beginnings, conducted by Vicki throughout the year.
- Midlakes Elementary held their Storytelling reception here at the Library.
- I offered my conservation background to the Phelps Historical Society.
- We opened our space for Wood Library to teach a computer course.
- We signed Christmas cards for residents at Vienna Gardens.
- PCML collected and donated 96 books to the Phelps Food Cupboard.

## P: Paint

Bye bye, Institutional... Hello, warm and inviting! New colors were applied over the entire library to give PCML new life, vibrancy, and a more "homey" feel for patrons. Warm terracotta, earthy green, delicious chocolate raspberry, naval blue, and a more natural neutral now grace our Library, thanks to numerous dedicated donations from our patrons. There's more to come in 2014!

## Q: Quoins

In architectural terms, quoins provide the actual strength for the wall. Deb, Vicki, and Diane are the solid backbone of our Library. Without them, I simply don't know where we'd be... We certainly would not be as successful without their ideas, kindness, hard work, talents, dedication, and perseverance. I am so grateful to know and work with each and every one of them!

## R: Raspberry (Chocolate flavored) Lounge

Introduced into the Library in 2013 were several comfy seating areas. The coffee and newspaper area was named the PCML Lounge, and the New Books area now has a Barnes and Noble kind of ambience.

In addition to these areas, the children now have more room to move around and sit. The new "Local Community Room" has more seating and will soon have more room to navigate. The Teen Room is morphing into what Teens are looking for in a Lounge area. The seating is entirely new in our STEAM Lab, fitting to a creative space.

## S: Summer Reading

This year, we opted to hold Summer Reading for 6 weeks instead 4 or 5 weeks as in previous years. We had 96 children who attended the programs for Preschool, K-2, 3<sup>rd</sup>-5<sup>th</sup>, Tweens, and ages 12 and up. We won two free programs through PLS, the Wildlife Defenders and a Magic Show, which were heavily attended by over 100 children, thanks to the PCC school age program.

## T: Tax Cap and the State Comptroller

The Tax Cap also brought some excitement and a visit from the State Comptroller's Office. Thankfully, all issues were efficiently cleared up, and our financial policies tightened.

## U: Updating the Collection

- As of January 2013, the Teen collection had been neglected for a while. This collection was split into Tweens and Teens, and each of these was updated with the latest and hottest titles.
- Books appropriate for Tweens were pulled from the Children's Collection and given the new Tween call number.
- Inspirational Fiction was reintegrated into the regular Adult Fiction, making space for the new Tween collection.
- The Adult Non-Fiction was heavily weeded of 30-40 year old books that hadn't circulated in years.
- Biographies, Classics, Children's Non-fiction, and Adult Fiction were also weeded heavily and updated.

- PCML staff noted that we were purchasing the same amount of books for less money, so we were able to revamp so many of our holdings, to the benefit of our patrons.
- Since the New Books were moved to the wooden cabinet, patrons have easier access to them and they appear to circulate much more.

### V: Vacuum

We can't forget about Dewey the Vacuum! In order to comply with the IRS Standards of Independent Contractor, we now have a Roomba that sails through the aisles of PCML, entertaining patrons and removing the flotsam along the way.

### W: Website

In July of 2013, PCML launched their new website, designed on the Wix platform. Here, the public can easily access any information that they may need about the Library, from hours and Meeting minutes, to program schedules, Board members and policies. It's now an active site and always in flux, requiring a great deal of updating, but it has received high praise and special mention from the aforementioned Library superhero, Jerry Nichols.

### X: X-ing Board Members

Our Board voted to move from a 9 member Board to a 7 member Board. And what a Board it is! It is such a pleasure to work with all of you, and I thank you for your encouragement for what we do here in the library, for giving your time and financial support, and for making meetings fun and productive. I mean, there's the Badass Committee! What more could we want!

### Y: Yay!

Shock of all shockers, at least to me, I was honored with the PLS Director of the Year Award. Yay!

### Z: Zeitgeist of 2013

Zeitgeist is the spirit of a particular time. It's the general intellectual, moral, and cultural climate. I thought this word was perfect to end our recap of 2013. The zeitgeist of PCML in 2013 was radically altered within and without, with positive forward momentum. The words warm and inviting are on the lips of our patrons when they come to PCML and, I feel, perfectly encapsulate what PCML is to our community. Our 2013 zeitgeist is a warm and inviting, innovative and creative, an era of change and transformation, setting the stage for our successful future.

### 3. Committee Reports:

-Building/Technology: Len

-Two cameras installed – four now in place,

Several rooms have been painted

A wall safe installed

A book drop improved and installed

A new Website launched

A fan removed from the community bathroom

Photoshop software purchased at a reduced rate

Emergency door repaired and batteries replaced for emergency lights

3-d printer purchased

Community bathroom walls completed

Circulation desk moved

New Laptop, printer and tablets purchased

-Finance/Funding: Briana

*Funding and Finance Annual Report for the year of 2013*

	Jan - Dec 13	Budget	\$ Over Budget
Income			
<b>Campaign Income</b>	<u>6,239.75</u>	<u>9,000.00</u>	(2,760.25)
<b>Contributions Income</b>	<u>13,218.95</u>	<u>1,000.00</u>	12,218.95
<b>Fundraisers &amp; Special Events</b>	9,580.80	6,500.00	3,080.80
Government Support	97,500.00	98,752.00	(1,252.00)
Grants	<u>6,255.07</u>	2,000.00	4,255.07
Investments Income	25,388.20	25,000.00	388.20
Service Fees	<u>3,667.60</u>	2,000.00	1,667.60
Total Income	161,850.37	144,252.00	<b>17,598.37</b>

*Taken from the Profit & Loss Budget*

Although we did not reach our goal of \$9,000 in Campaign Income, our Contributions Income was over \$12,000 more than anticipated.

Also above budgeted expectations were Fundraisers and Special events, Grants, and Service Fees (which were almost double the anticipated \$2000).

This year the library was able to bring in \$17,598.37 more than expected.

	Profit
Campaign	\$4,681.75
Mystery Dinner	\$4,181.20
Cruise	\$523
Pig Roast	\$661
Donations	\$1,225
Memorials	\$25
Business After Hours Jackpot	\$334
Paint	\$605
Nozzolio Grant	\$10,000
Raffle Baskets	\$248
Rummage Sale	\$116
Baubles, Bangles, & Bags Sale	\$240
Misc. Donations	\$1,030

-Policy/Personnel: Dave

Hired new manager who went on to win an award from the Pioneer Library System. Personnel policy rewritten and updated. Updated policies: conflict of interest, personnel, general acct practices. Renewed action of change contract.

-Public Relations: Sheri

75 people attended the Valentine's Day reception for Leah

Press release sent out for new manager

Mystery Dinner – huge success

Leah invited to the Rotary – only 1 of 2 Phelps professionals

Thank you to those in the community who helped with the Mystery Dinner

(1/2 page ad in the Merchandiser)

New website launched

Sauerkraut festival booth and parade

Moderately successful boat cruise and pork bbque.

Leah's article in both local newspapers

President's Report: Kevin: The library has done a shift to more outgoing, more interactive connections with our community. We had many fund raisers, created a job description, added intern positions and combined several committees.

5. VOTE: Pass Resolution to Maintain and/or Elect Officers for 2014: President, Vice President, Treasurer, Secretary

MOTION: To suspend Article 5, Section I (president ineligible for re-election) to allow Kevin Kelley to serve as President for one (1) additional year. Len made motion; Carole seconded it. The board approved the motion and asked the secretary to cast one vote for the current slate of officers:

President: Kevin Kelley

Vice President: Len Kataskas

Treasurer: David Benz

Secretary: Mary Ellen Darling

6. Adjourn to Monthly Meeting at 7:59.

## MONTHLYMEETING: JANUARY20, 2014

Minutes for January 20, 2014 7:59

Phelps Community Memorial Library Board of Trustees

### Roll Call:

David Benz, Mary Ellen Darling, Briana Graham, Len Kataskas,  
Kevin Kelley, Carol Priebe, Sheri Sellick, Manager Leah Hamilton

Absent: Sheri Sellick

Other staff & public: Deb Dennis

1. Approval of Minutes: December 16, 2013; approved by board
2. Approve agenda: add: Idea from Kevin to New Business; Addition and Agenda approved by board
3. Approve Finances: Dave shared the financial report and moved to approve the monthly transactions; Len seconded the motion and it was approved by the board
4. Manager's Reports: Leah:
  1. Correspondence
    - Food Cupboard
    - Phelps Historical Society
    - FLCC Dept. of Social Sciences
    - PCML
  2. \$7,140.40 from the Nozzolio grant to be used for:
    - Sewing Machines
    - Electrician
    - Cutting Mats
    - 3-D Printer filament
    - Wide format printer, replacement ink, paper
    - Laser cutter and material and/or flooring
    - Lowes: Supplies for Children's Room and STEAM Lab
  3. Digital Newsletter
    - Will be sent out as soon as #4 is complete
  4. Village Budget Workshop: Proposal due January 27<sup>th</sup>

5. Town Funding: \$25,000 Received Friday, January 17<sup>th</sup>!
6. Children's Interactive Toys: Kitchen, kitchen equipment, workbench, toy storage benches have arrived
7. Furniture for the STEAM Lab: Stools, café table and stools, lighting to be arranged.
8. Need help with shelving: Any volunteers to dismantle and too shelving out the window for scrap metal so we can organize the STEAM Lab.
9. Rotary Program: Presentation to the Rotary Club Tuesday, January 21<sup>st</sup> at 12pm on the STEAM Lab
10. Ontario County Youth Bureau Funding: All paperwork submitted. This will be the last year as the Village will no longer be submitting the paperwork.
11. Vacation: Leah will be on vacation from February 25<sup>th</sup>-March 4<sup>th</sup>
12. Exhibit in the PCC Hallway case: We have the exhibit case for the month of February. It will advertise the Love Your Library theme and introduce the STEAM Lab to the community.
13. Website updated: dates, policies, meeting minutes
14. Library Advocacy Day: Wednesday, February 26<sup>th</sup>

5. 2014 Committee Assignments: Brianna made a motion to keep same members on standing committee appointments, seconded by Dave, approved by the board.  
The secretary will update the committee job descriptions and duties and include with the board minutes.

6. Standing Committees:

-Finance/Funding:

Brianna shared information re: the Mystery Dinner. We will be looking for new businesses to use as vendors. There will be a Mystery Dinner meeting scheduled for 5pm every Monday starting this Monday, January 27. All trustees of the board are expected to attend. We will be creating a sales package. Each member should bring 10 new businesses to the Monday meeting to add to our list of potential vendors.

-Policy/Personnel:

Dave will check and table for next month the -Status of Conflict of Interest Policy.

-Public Relations: Sheri (absent)

-Mystery Dinner - April 26th

We need to bring 5-10 businesses outside of Phelps to use for sponsorships. Need a large sponsor to support – The play is called: *Murder in the Diner*. Everyone is on the committee. Deb will create a letter to send out to all the vendors for the 1<sup>st</sup> meeting.

Flyers to be up on website, FB, and on TV.

-Love Your Library Event: February 19

*Wed 6-8pm Leah will send out an email requesting food items*

Bring your child to the library – 1<sup>st</sup> Sat in Feb 10-12am

#### 5. Unfinished Business:

-Vote on 2014 Budget: Motion made by Carole and seconded by Bri to approve the budget. The board approved the budget.

-5 Year Plan: We will start on this in the spring

#### 6. New Business:

-Mary Preston Memorial Dinner, January 25th, 6pm

5 from the board will attend

- Kevin's idea- We need to continue to find ways to offer movies, possibly rentals. Mary Ellen and Kevin will investigate for the next meeting.

Next meeting: Monday, February 17, 2014

---

## **FEBRUARY 2014 MINUTES**

Minutes for February 17, 2014 7:04

## Phelps Community Memorial Library Board of Trustees

### Roll Call:

Mary Ellen Darling, Briana Graham, Len Kataskas, Kevin Kelley, Carol Priebe, Manager Leah Hamilton

Absent: Sheri Sellick, David Benz,

Public Participation: none

Adoption of agenda: Add PLS update by Mary Ellen. Adopted by board as amended.

1. Approval of Minutes, January 20, 2014 – adopted as given
2. Approve Finances: Dave had addressed the transactions with Leah; recommend that we approve the monthly transactions. Carol moved to approve, Bri seconded, carried by the board
3. Manager's Reports: – Leah Hamilton
  1. Annual Report submitted (to be reviewed and accepted/rejected by the Board) Leah shared info re: the board: I moved to approve the annual report, Len seconded, carried by the board.
  2. Budget request submitted to the Village Board: due on Jan 27<sup>th</sup>. Leah shared the request with the board.
  3. Love Your Library event: board members volunteered to bring refreshments for the event.
  4. Rotary Program on January 21<sup>st</sup>: Introduced the STEAM Lab, our gadgets, our new STEAM book collection.
  5. Check received from Ontario County: \$681 for the Story Hour/Summer Reading program
  6. Digital Newsletter: First issue sent to those who signed up during the Annual Fund, to Trustees, and Employees. Advertised on Facebook, where several people signed up through Mail Chimp, and we offered the print version in Library.
  7. Exhibit in Phelps Community Center case installed: To introduce and advertise the STEAM Lab. We have it for the month of February.
  8. Bring Your Child to the Library Day, February 1<sup>st</sup>: Served ice cream to about 100 children
  9. Changes to the Library:
    - a. Local Community Room:
      - Walls painted (Alex)
      - Shelving removed and sold for scrap metal (Kevin, Deb & family, Dave)
      - Computer table given to PCC
      - Yellow shelving repurposed for staff storage in STEAM Lab (Deb, Kevin)

- Computer table constructed, wood stained, attached to wall (Kevin, Deb)
- Three computers now available for patron use in that room (Deb)
- Local History Materials moved to designated shelving in Non-Fiction area (Library staff)
- Drop down screen taken down; wall will be used for projection

b. Non-Fiction Room:

- Walls painted (Alex)
- Local History materials shelved together
- Biography moved to bathroom wall (Library staff)
- All Non-Fiction books now in call number order without the need to jump out of sequence. Books flipped so that 001 starts at the beginning and 900 is at the end. (Library staff)
- Collection heavily weeded and replaced with either updated editions or newer materials (Leah, Deb)
- Two computers with carrel moved to green wall for patron use (Kevin, Deb)

c. Main Area/Circ Desk:

- Walls painted (Alex)
- New electric fireplace installed (2013 Nozzolio funds)
- Periodicals area opened up with the removal of the computer carrel to the STEAM Lab (Deb, Vicki)
- Electrical pole removed
- Leah shared security issues and our procedures now in place.

d. Fiction/Tween:

- Green cube painted (Alex)

e. Teen Room:

- Walls painted (Alex)
- New flooring installed (DeNisi – 2013 Nozzolio)

f. Children's Room:

- Princess castle added, due to the popularity of the first castle

g. STEAM Lab:

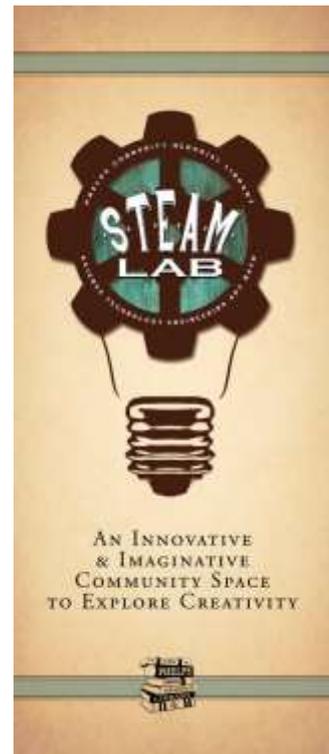
- Bathroom painted (Alex)
- Walls painted (Alex)
- Lights hung (no electric yet)
- Proposal made to Village to hire Sam Bishop to do electrical work – Approved
- Sam has ordered parts and when they arrive, work will begin
- Storage shifted (Library staff, Kevin)
- Cushions ordered for stools
- Bookshelves have arrived and are assembled
- Gadgets: Sewing machines, microscope, mat cutter, Minecraft computer, Snap circuit sets, 3-D printer filament
- Advertising banner designed and ordered; awaiting arrival before Wednesday
- Shelving removed and sold for scrap (\$118 – Dave, Kevin, Deb, Carol and Mitchell)
- Trash removed from Lab and excess stuff moved to 411 (Everyone, including Carl and Dana)

10. Vacation reminder: I will be away in Florida from Feb 25<sup>th</sup> through March 4<sup>th</sup>

11. Phelps Arts Center: Just a heads up... Ed Phillips has resigned as Executive Director as of March 15<sup>th</sup>. Until a new director can be hired, they have split Ed's position into 2 areas: Director and Exhibits Coordinator. Andrea Cornett has agreed to be Interim Director for 20 hours per week, and I have agreed to be Exhibits Coordinator for 10 hours per week for a period of 6 months.

4. Standing Committee Reports

- Building/Technology: Len
  - shared through manager's report
- Finance/Funding: Briana



- Mystery Dinner: All have assignments; they have sent letters and visited businesses. We have received some donations from businesses.

- Policy/Personnel: Dave: no report

- Public Relations: Sheri

- Love Your Library Event: February 19<sup>th</sup>: Food List in mgr's report; 6-8pm STEAM lab unveiled at 7pm. Ribbon cutting ceremony.

5. Unfinished Business: none

6. New Business:

-2013 NYS Annual Report – covered in manager's report

-PLS- Mary Ellen shared the option for a board May Webinar – trustee roles and responsibilities – We will plan to offer this to our board at our May board meeting.

Next meeting: March 17, 2014

Respectfully submitted

Mary Ellen Darling

Secretary

---

## **MARCH 2014 MINUTES**

MONTHLY MEETING: MARCH 17, 2014

Minutes for March 17, 2014 7:01

Phelps Community Memorial Library Board of Trustees

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

Other Staff & Public: Deb Dennis

1. Approval of Minutes: February 17, 2014; approved by board

2. Approve agenda: approved by board

3. Approve Finances: David shared the financial report. Len moved to accept the expenses; seconded by Sheri and it was approved by the board.

#### 4. Manager's Reports: Leah

12. Love Your Library event: 55 Attendees. Thank you to all who brought goodies and attended. FLT had very inaccurate article (shocking), but a correction is being printed. The article that appeared in the Chamber of Commerce Newsletter appeared as co-edited with Caryn Murray.

#### 13. Annual Report:

Some changes requested by PLS

E-readers: You can have 50 titles on 1 e-reader, but it only counts as one for the State.

Programming: An error in my spreadsheet threw the numbers off. All fixed.

1 Digital Literacy session, 0 attendance. Sad but true.

Bad Cat Stats: Some PLS numbers on bad cat stats showed up as N/A, but Cindy had gotten those numbers in the meantime.

WiFi: PLS had very low WiFi use for Phelps 700 vs. estimated 1419. Using Local records.

Trustees – Beginning terms

- KEVIN KELLEY JAN 2008
- LEN KATASKAS JAN 2013
- DAVID BENZ JAN 2012
- MARY ELLEN DARLING JAN 2012
- SHERRI SELICK JAN 2013
- BRIANA GRAHAM JAN 2013
- CAROL PRIEBE NOV 2013

14. Village Board Budget Workshop, March 24<sup>th</sup>.

15. Bandwidth: The Phelps bandwidth upgrade to 15Meg/2Meg has been completed. Time Warner did away with the program that we'd requested, so we had to choose the 15Meg/2Meg plan. We budgeted for \$79, but this option will now cost \$99/mo.

16. Programming for the STEAM Lab: Two programs so far.

March 28<sup>th</sup>, Weed Appreciation

April 1<sup>st</sup>, Home Brewing

17. Changes to the Library:

a. STEAM Lab:

- Electrical Work complete by Sam Bishop

18. Preston Foundation Grant Request: to be submitted tomorrow. Needs to have a vote tonight, in old business.

**5. Standing Committees:**

–Building/Technology: Len shared information about electrical work in the STEAM Lab. At this time 6 electrical outlets and 1 drop down outlet have been installed. Discussion of help for removal of library trash resulted in one member volunteering to remove small trash/recyclables on Wednesday's by taking trash to the Phelps Transfer Station.

- Finance/Funding: Mystery Dinner: It was recommended that staff make contacts with donors already contacted by mail. Also remind donors that gift certificates are welcome in place of an actual item. A recommendation was made to bring donated items into the library now and complete a donor tag for the item. Deb reported that a firm count of those attending must be given to the Country Club on the Monday prior to the dinner. Ticket sales were discussed and it was decided to make 105 tickets available to the public and 15 available for others. Deb will add a deadline for purchase of tickets to the library Facebook page. The ad for the Mystery Dinner will come out this week. Trustees will be given 6-10 tickets to sell on their own. Leah will contact the Phelps Hometown Pharmacy to ask if they will also sell some.

-Friends and Foundations is a program to be held at PLS headquarters on April 11 from 10-12. The purpose is to discuss how libraries can build their fundraising capacity.

- The Phelps Village budget workshop will take place on March 24, 2014. Leah will attend.

Policy/Personnel: No information to report at this time by David.

Public Relations: Leah presented a talk at Vienna Gardens and received 187.50 in donations and money from other donations to keep the shelves filled with books at Vienna Gardens. The Love Your Library event was discussed in the Manager's Report.

**6. Unfinished Business:** Len made the motion to accept changes to the 2013 Annual Report revisions. Seconded by Sheri.

**7. New Business:** Re-election of trustees was discussed. David said due to the fact that Kevin was previously elected as President that entails being a trustee and a re-election is not necessary. Carol is filling a vacant term as a trustee and re-election for her trustee position will be in January 2015.

-Len made the motion that we submit a grant request to the Mary Preston Foundation in the amount of \$ 10,000. This was seconded by Brianna.

Meeting adjourned at 8:23.

Next Meeting: Monday, April 2014

---

## **APRIL 2014 MINUTES**

Agenda for April 21, 2014 7:01

Phelps Community Memorial Library Board of Trustees

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

Other staff & public: Deb Dennis

Public Participation: None

Adoption of agenda: Potential Financial Planners will be added to Finance Report and agenda adopted with this addition.

1. Approval of Minutes, March 17, 2014 Board approved.

2. Approve Finances: Dave reported and moved to approve transactions, Sheri seconded the motion and the board approved the motion.

3. Manager's Report: April 21, 2014

1. Preston Foundation update: We have received \$10,000 from the Preston Foundation to complete our work on the STEAM Lab! Contracts need to be signed and press releases written and submitted to the Preston Foundation for approval.

So far, the following has been purchased:

-Scroll saw

-Drill Press

-Various Hand Tools, including hack saw, rubber mallets, drill bits, mini tools, staple gun

-2 60" Smart TVs

-2 wall mounting brackets

- Arduino sets

- Electrical work

2. Story Telling Festival & YMCA event at the High School. Leah will be a judge at this year's Midlakes Elementary Storytelling festival. In return, we will be given a \$150 gift certificate for the May Book Fair. The Storytelling Festival Winners Reception will be held at PCML on May 7th.

3. Pricing for Large Format Printer

13 x 19 Matte \$4.00 (Staples \$6.99)

13 x 19 Semi-Gloss \$5.00 (Staples \$7.99)

13 \_\_\_ in. Glossy \$0.50/inch

4. Deb has received Job Now Training. Huge online resource for:

- resume building and critiquing,

- brushing up on interview techniques including live interview coaching,

- preparing for GED and Citizenship exams,

- editing manuscripts

5. Pathfinder Article: PCML was featured in the Spring 2014 issue of Pathfinder. Please see below for article.

6. Trustee Essentials

- Saturday May 10th, 10am-3pm. All Trustees are encouraged to attend.

7. PLSDAC Meeting

– April 4th, Leah presented Graphic Design to Library Directors. Her term as PLSDAC Chair comes to an end in June.

8. Upcoming Programming

- Murder, Mayhem, and Madness – April 29th

- Make Beer (or Wine!) – May 6th

- Passing the Torch – May 13th-June 10th
- Container Gardening – May 21st
- Arduino 101 –June 4th-26th
- Cynthia Neale??

#### 9. Digital Newsletter Update

- January: 28 subscribers with 61.5% open rate
- March: 54 subscribers with 75.4% open rate
- April: 60 subscribers, open rate TBD

Just as a reference, industry average is 24.3%

10. Village Budget Workshop: The Village Board voted to fully fund our request for \$42,500, an increase of \$2,500. The Mayor and Trustees offered their well wishes and congratulations on a job well done in 2013. Thank you to all PCML staff, Trustees, and Volunteers for all of your hard work, generosity, and wonderful ideas!

#### 4. Standing Committee Reports:

-Building/Technology: Len

-Quote from Sam Bishop for Community Room Electrical work: \$600

-Finance/Funding: Briana

-Mystery Dinner update: Almost sold out; 12 tickets left. We will give final numbers to the Country Club on Wednesday. Donations are slow in coming in this year.

-Friends & Foundations recap: Kevin shared the results of the seminar he attended from PLS last month. Kevin will invite Maria Bucci and Leah will invite Cassie to come to our May meeting to share information re: Friends groups. We will invite possible FRIENDS to this session. We will provide refreshments for our meeting. All board members should send their list of FRIENDS to Leah with addresses by April 28 so she can send out information to them for the next meeting. We will need to create a policy for the Friends group. We will include a sign up for those who are willing to be Friends of the Library at the Mystery Dinner.

-Village Budget hearing, April 14th, review – see Leah's notes

-Review and sign Preston Foundation agreement- signed by Kevin Kelley, President. We will post a press release in the local newspapers after reviewing it with the Preston Foundation. We can request a PLS seminar for doing press releases.

-Forward movement on Ireland fundraiser- Leah shared information. The board voted to offer a voucher through a travel agency for the raffle. We will start selling tickets now and the drawing will be done

Labor Day weekend. The voucher could include the cost of transportation, rental car and extra expenses voucher at \$2500 from the travel agency. She will follow through and will have the information ready to share with people at the Mystery Dinner.

-Annual fundraising brochure timing will be done again this year as usual with a specific project in mind for the funds.

-Policy/Personnel: Dave

-STEAM Lab policy/user agreement: Dave will set a meeting for the committee to discuss the policy.

-Accounting Practices: Dave shared the new proposed agreement. He will follow through with the bookkeeper on the proper procedure of submitting the IRS form 990. The board will vote on this at our next meeting. Dave moved to approve the Gen Accounting Procedure Policy, Sheri seconded and the board approved.

We will invite a financial advisor to our June meeting. Pete Zedick from Waddell Reed in Fairport. And John McCarthy will be invited to our July meeting. Dave will send our Cadaret information to both financial advisors for their review.

Public Relations: Sheri

-Press release needed for STEAM Lab and Preston Foundation –Leah will create press release to them for review.

5. Unfinished Business:

-Resurrection of Friends Group: Discussion on this topic for our next meeting in May. We will invite potential Friends to our meeting.

6. New Business:

-VOTE: 2013 990 review (requires Board approval for its submission by May 15th). We will vote on this at the May meeting.

Next meeting: May 19, 2014

Respectfully submitted:

Mary Ellen Darling

Secretary

---

## MAY 2014 MINUTES

Phelps Community Memorial Library minutes

May 19, 2014            6:55

Phelps Community Memorial Library Board of Trustees Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Len Kataskas, Kevin Kelley, Carol Priebe, Sheri Sellick, Manager Leah Hamilton

Other staff & public: Deb Dennis, Cassie Guthrie

Public Participation: Cassie Guthrie from Pioneer Library System sharing information on Friends' Groups: Asking us what ideas we have for this group. Fundraising, library misc. support projects, advocacy support, helping with fund raising donations, writing thank you notes, and use group to develop organization of volunteers. We already have a charter for the group. We can use United for Libraries tool kit. [Ala.org/united/friends](http://Ala.org/united/friends) for more information. We need clear direction as to the purpose of the friends group. Set expectations upfront. Include a core of people: officers, etc.

We will work as a board to use the tool kit and develop this Friends group.

Adoption of agenda: adopted as written with change to omit the Preston Foundation item.

1. Approval of Minutes, April 21, 2014- approved as written

2. Approve Finances: Dave moved to approve expenses as set forth in the profit and loss statement. Sheri seconded and the board approved the motion.

3. Manager's Report:

-Storytelling festival: 3-6<sup>th</sup> grade with Clifton Springs Library and Midlakes School. Parents from this group are a possibility for potential friends.

-Michael Keene program: well received.

-YMCA event at HS: 3D printer and Lego project. Outreach for other libraries to develop this project. In place for summer reading.

-Victor Harris: 5 part program – used TV for his presentation.

-Beer-wine event/home brewery: Low interest.

-Brainstorm: (Deb shared a new way to expand programming using Google hangouts: videotape programming and post it in YouTube. Use as advertising and sell advertising and ask for donations.)

-Our website is up for renewal and we can do a storefront with an option for donations. The cost would double for this option. The board approved this option. Also, send emails to those registered for events as a reminder.

-Annual fundraising brochure: Quote “Every time I turn around I find something new and wonderful in here.” Quote to be used for the brochure.

-Beekeeping event: Well-attended, much enthusiasm. Will be another in the fall.

-Changes in magazines and children’s room.

-Leah asked to renovate the village meeting room across the hall.

-Sulfur Springs festival, Other Celtic festivals: Ithaca, other sites for selling tickets for Ireland trip.

-Donations for Joy Wilkes coming in.

-Meeting with Midlakes Supt re: how to network with school.

-Steam Lab use: how to convey use to the public – how to expose the community to culture. Offering programming in the lab to give people an opportunity to see the value of the lab. OWWL users group will visit on May 30. We need programming for the lab beyond summer.

\*Friends

#### 4. Standing Committee Reports

- Building/Technology: Len

- Sam Bishop electrical work complete in all areas.

- Finance/Funding: Briana

Mystery Dinner workshop- meeting – down on vendor ticket sales and sponsorships – still made a profit. Talked about some changes.

Ireland update / Finger Lakes Celtic Festival recap- handed out flyers – sold some tickets – used the Square for 2 tickets. Need to tell who we are – need more flyers – need receipts. Jeff’s Travel Port will provide us with a voucher for \$2500.

- Boat Tour- pass on this year.

- Policy/Personnel: Dave

- STEAM Lab policy/user agreement: Dave made typographical changes and added what needs to be read by each user including waiver of liability and hold harmless agreement and damaged items and missing and/or stolen equipment and excluding normal wear and tear. Needs to be signed by those using the lab. This will create an account and sign in will be only once per account. Age responsibility: 11 – accompanied by an adult and policy signed by adult, 12-18 years – parent must sign, over 18 can sign and responsible. Leah will create simple document, send to Dave for his review. We will get a copy before the next meeting and we sign off on it then.

- Public Relations: Sheri:

Press release needed for STEAM Lab and Preston Foundation;

(On Leah's To Do List)

5. Unfinished Business:

- VOTE: Approve 2013 990 corrections: Doug has corrected reflecting Dave as Treasurer and a letter was sent to IRS sharing mistake and corrections made. Dave moved the above corrections and Sheri seconded. Board approved the motion.

- Friends Group:

What do we want them to do?

Programming, special projects, advocacy, fundraising, assist with clerical duties and administrative work. Need to create the group and be responsible for their expansion.

\*\*\*\*\*BOARD MEMBERS SHOULD REVIEW THE WEBSITE: [ALA.ORG/UNITED/FRIENDS](http://ALA.ORG/UNITED/FRIENDS) BEFORE OUR NEXT MEETING FOR DISCUSSION.

Set date for the Reception: August 20 at 7pm and/or August 23 at 10 am.

Review names on the potential Friends' list: 58 names so far.

Need to find the Corporate Charter for the Friends' Group.

6. New Business:

SAVE THE DATE: Open House July 17 3-6, Open House

All board trustees are invited.

Next meeting: June 16, 2014

---

## **JUNE 2014 MINUTES**

Minutes June 16, 2014 7:02

Phelps Community Memorial Library Board of Trustees

Roll Call:

David Benz, Mary Ellen Darling, Briana Graham, Len Kataskas,

Kevin Kelley, Carol Priebe, Manager Leah Hamilton

Other staff & public: Deb Dennis

Public Participation:

Financial Presentation by Peter Zedick of Wadell Reed, Fairport, NY.

Peter is here to help us find out the library's options, having a need for more active participation from our financial advisor.

Goal: to make more money with our investments and obtain good financial advice for our library.

Peter shared his background and his philosophy about investment management. His fee is based on a tiered structure of fund investment.

Adoption of agenda: as stated

1. Approval of Minutes, May 19, 2014, approved

2. Approve Finances: Dave shared Balance sheet and moved to approve the transitions for the month. Len seconded the motion and the board approved.

3. Manager's Report: – Leah Hamilton

1. Vacations:

Leah: July 4th-14th

Deb: June 30th- July 5th

Vicki: June 30th-July 5th

(Diane and Leah will cover, Bri will step in, if possible)

2. Joy Wilkes Memorial: \$385

3. Programming: Victor Harris 5 week program: 38; Container Gardening: 6; Arduinos: 7/week, with nice variety of attendees

4. Preston Foundation: wood lathe, two workbenches, all kinds of hand tools, soldering station, jewelers tools, mitrebox, aprons, safety glasses, first aid kit, wet/dry vac, 4 laptops. Floyd has donated a router and chisel set for the lathe. Now looking at Jet Vortex Cone Dust Collection & Air Filtration system.

5. Check for \$42,500 has arrived from the Village.
  6. Uncommon Approaches to the Common Core: Inquiry Based Learning Across the Disciplines, Aug 12-13th (Project-based learning)
  7. Makerspace.com – submitted the STEAM Lab to the International Directory Webinar from 3-4 Wednesday, June 18 done by Deb and Leah.
  8. PCC/PAC/PCML Teen Art Program has ended for the school year
  9. PLS Travel Reimbursement: \$166.11
  10. Nice letter from W-FL BOCES volunteer
  11. Ireland:
    - a) Sulphur Springs Festival: 11 tickets sold
    - b) Peppermint Days: July 11-13 Lyons
    - c) Geneva Night Out, first Fridays
    - d) Sauerkraut Weekend, July 31-Aug 3
    - e) Finger Lakes Riesling Festival/Canandaigua City Pier – August 9-10
    - f) County Fairs? Maybe
    - g) Other: Stuart Horse Trials, Victor
- Leah will print up receipts and send to us to use.  
Remind people they can call the library and use their credit card through Square.
12. Open House at Pioneer Library System in Canandaigua, Thursday, July 17th, 3-6pm
  13. Wildlife Defenders: July 29 at the library. Happiness House is the group that gives the presentations.
  14. Emerging Technology Committee from the Monroe County Library System will be visiting us soon to see our SPACE Lab.

#### 4. Standing Committee Reports:

- Building/Technology: Len
- New laptops (Preston) myriad of other equipment.
- STEAM Lab – Dust filter – cyclone to take care of the dust in the STEAM Lab.
- Lacrosse ball hit by mower and created a small hole in the library wall from the ball. All patched and sealed.
  
- Finance/Funding: Briana – covered by the manager's report
- Ireland update / Sulphur Springs Festival
- Next places to have a booth for Ireland promotion
- Joy Wilkes Memorial funding update

- Policy/Personnel: Dave
- STEAM Lab policy/user agreement - Dave will get it out to us in the next couple of days and we will put it into practice and adopt at the next meeting.
  
- Public Relations: Sheri
- Press release for STEAM Lab and Preston Foundation;  
(Will be ready when the STEAM Policy is ready)
- Press release research update: Kevin shared information re: how to create press releases and shared various press releases. Carol has offered to create press releases. She and Leah will work together to pick topics. The board approved the decision.
  
- 5. Unfinished Business: on hold till next time.
  - Friends Group:
  - Corporate Charter?
  
- 6. New Business:
  - Sauerkraut Weekend Parade: working on float with Phelps Arts Center. Still need a theme: Making Phun at the STEAM Lab????????
  - 2014 Annual Report to the Community

Next meeting: July 21, 2014

Respectfully submitted:

Mary Ellen Darling

Secretary

---

## **JULY 2014 MINUTES**

Minutes of Phelps Community Memorial Library: July 21, 2014: 6:56

Phelps Community Memorial Library Board of Trustees

Roll Call:

David Benz, Mary Ellen Darling, Briana Graham, Len Kataskas,  
Kevin Kelley, Carol Priebe, Sheri Sellick, Manager Leah Hamilton

Other staff & public: Deb Dennis

Public Participation: Financial Presentation by John McCarthy, Spero Financial Services, Clifton Springs

John asked the board questions about its investments and then gave us history of the market over the past few years. 65-35 portfolio was aggressive for the time and created less than a good profit.

Managing a portfolio means it is looked at all the time for the best funds. He would review the funds quarterly and report to us on that timeline. Current fee is 60 basis points with a few front end loaded hidden funds. His fee is done differently through third party money managers which includes an annual fee of 1.5% fee. There would be a fee for the transfer of the account of \$100.

He took us through a Risk profile survey of how we spend our funds showing that we might consider a split fund of 50-50 stocks and bonds. He will review our funds and let us know how to make changes in the funds.

Adoption of agenda: Additions: Financial statements need to be adjusted to this month. Dave moved to extend the Long Range plan one more year along with the friends' discussion. Len seconded the motion and it was approved by the board.

1. Approval of Minutes, June 16, 2014 approved as submitted.
2. Finances: Dave shared the treasurer's report and he moved to approve the report, Sheri seconded the motion and the board approved the report.

### 3. Manager's Report:

1. New Volunteer: 12-20 hours per week through Ontario County Workforce Development; Responsibilities will include:

- Tidy up the children's play area daily at 1pm.
- Wash children's tables once per week.
- Shelf read for accuracy (rotate around library) daily.
- Shelf dusting once per week.
- Proofread website for accuracy in slow times.
- Vacuum children's rug on Mondays.
- Paint bathroom

2. Summer Reading: Science

Pre-K: 12-17 children, mostly from PCC

Bright Beginnings: 8-13 children

K-2: 4-13 children, mostly from PCC

3-6<sup>th</sup> grade: Using experiment books, the first class of 22 was on following directions and creating images out of circles. The 2<sup>nd</sup> class of 21 made bouncy balls out of borax and glue. They have reading logs and take home recipe cards for slimy projects.

### 3. Programming:

-Arduinos finished up nicely with regular attendees, save one

- Starting a 5-week mid-afternoon program tomorrow with Victor Harris after hearing that the evening was inconvenient for many in the older age group

- Wildlife Defenders will be here on July 29<sup>th</sup>

4. Website Hiccup and Praise: Domain needed to be renewed. Had it transferred to "Phelps Library" and we now have control of the domain. Has been renewed for 2 years. Website will be back up in 24-48 hours.

5. Monroe County Emerging Technologies Committee visit: 12 people from Monroe County Library System toured the STEAM Lab and were very impressed. They tried to figure out how they could incorporate some of what we had done into their own libraries. They went away with high praise and many signed up for our newsletter.

6. DEC grant training, or NYS Council on the Arts Decentralization (DEC) Grants: July 23<sup>rd</sup>

We will have to prequalify the Library by September 30th in the NYS grants gateway (a temporary suspension for non-profits), which will open up possibilities for other grants like Education Technology.

7. Senator Nozzolio and PLS Open House: Spoke with Senator Nozzolio at the PLS Open House on July 17<sup>th</sup>. Talked about PCML and the STEAM Lab, and invited him to our Library.

8. August 12 & 13<sup>th</sup>: Uncommon Approaches to the Common Core: I will be away from PCML on these dates, attending this State sponsored conference that highlights STEM education.

### 4. Standing Committee Reports

- Building/Technology: Len: website hiccup, fixed.

- Finance/Funding: Briana

- Ireland update / Horse Trials / Any tickets still floating around?

- Next places to have a booth for Ireland promotion / schedule

- 2014 Nozzolio Bullet Aid \$10,000 received-

DISCUSSION: Leah would like to finish the Children's Room and add to our collection and some storage options.

Investments/Financial Advisor: We will ask both presenters to review our fund and offer a change.

- Policy/Personnel: Dave

- VOTE: STEAM Lab policy/user agreement Len moved to approve the policy and user agreement, Carol seconded the motion and the board approved the motion.

- Review: Meeting Room Policy (minors); Investment Policy: to be determined based on a new financial advisor.

- Compensation for 5 Yr Plan Planning: Leah has suggested that Deb Dennis lead the process for this plan. The use of a survey with demographics for patrons and non-patrons will be used. We will establish a contract for payment and ask Deb to keep track of her time spent on the project starting January 2015. The board approved the motion Dave made for the contract of \$500. Mary Ellen 2<sup>nd</sup> the motion and the board approved it unanimously.

- Public Relations: Sheri

- Press release for STEAM Lab and Preston Foundation; can now be written and released – Carol wrote the release and it is in process.

Ads for Merchandiser for drawing: We will do the 4 weekly ads for a 25% discount.

-Sauerkraut Weekend; when and where to set up tables for Arts in the Park on Saturday plus the Festival Grounds. Leah will set a schedule and share it with the board.

5. Unfinished Business:

- Parade float update with PAC: Leah gave us an update

- 2014 Annual Report to the Community / Annual Fundraising brochure combination: data collected and it will be sent out all at once.

From last meeting:

- Friends Group- list created and they can be a part of the 5 year plan
- Corporate Charter- ongoing

6. New Business:

- 2014 Annual Report to the Community

Hermione is welcomed and will stay in the library.

Next meeting: August 18, 2014

Respectfully submitted

Mary Ellen Darling, secretary

---

## **AUGUST 2014 MINUTES**

Minutes for August 18, 2014 7:00

Phelps Community Memorial Library Board of Trustees

Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Len Kataskas,

Kevin Kelley, Carol Priebe, Sheri Sellick, Manager Leah Hamilton

Other staff & public: Deb Dennis

Public Participation:

7:00-7:30 Financial Presentation by Peter Zelick: He plans to meet with board 4 times a year and share how to spend our investments. Management fee is low 1.2% and mutual funds (1% average) have an operating expense and investments have done well based on the percentage of how the funds are allocated. We will rebalance two times in the year. Right now the funds are in Conservative Growth category.

7:30-8:00 Financial Presentation by John McCarthy and Bill Prentice: Shared Asset Allocation Approaches. They explained AssetMark's investment approach which offers various managers – a delivery system. Fee 1.5% Transfer fee: Approx. \$100. John will meet with the board quarterly to share our growth and to educate us about the market and what we might want to consider in our investments. Bailout procedures could be included through his program.

Good questions shared with us:

“Are you earning the appropriate amount for the risks you are taking?” What is the lowest risk you can take to make money?

The Finance Committee will meet and make a recommendation to the board at the Sept meeting.

WE ATE CAT cake for Bri!

Adoption of agenda with date corrections: Approved by board

1. Approval of Minutes, July 21, 2014 - Approved by board
2. Approve Finances: Dave: shared financial statements and expenses. Moved to approve, Sheri seconded the motion, approved by board.

3. Manager's Report:

I. Uncommon Approaches to the Common Core: Deb, Programs

- Invited Deb to come along at the final hour. Divide and conquer! Cost was \$50 to attend, but it ended up saving the library \$110 for her to attend.
- Presentations by:
  - o Bernard Margolis, New York State Librarian and Assistant Commissioner for Libraries
  - o Barbara Stripling, Assistant Professor of Practice, School of Information Studies, Syracuse University (wrote Stripling Model of Inquiry)
  - o Ken Wagner, Deputy Commissioner, Curriculum, Assessment & Educational Technology

- Sessions:
  - o Object-Based Learning – Great for STEAM programming, puzzles
  - o NOVELNY – excellent resource, and it's free; we'll promote it in individual genres/interests/areas of research
  - o Visual arts and bird identification – great for STEAM programming and cooperation between schools, libraries and cultural institutions
  - o STE(A)M Ahead Creatively – good for collaboration between institutions

2. Bullet Aid plans:

- Still getting quotes, but thinking that we do Main Circ area flooring, Children's Room Floor (partial), Door to Community Room, and Paint for Children's Room to transform it into a castle
- NYSCA grant, due September 2014 and Grant for programming; looking for a good, expensive program to support

3. Request – E-readers policy change, will send proposed draft to Policy Committee

4. Wildlife Defenders – 153 attendees

5. United Way/ PCC After School Teen Program plans

- Starts first week of September, lasts 33 weeks.
- Arts Center no longer involved.
- Will be Science and Art based; will use much of what was learned at UACC conference
- Tuesdays, 4:30-5:30

4. Standing Committee Reports

- Building/Technology: Len

-Router for STEAM Lab, work benches assembled, more to add to them. Much of the equipment was used to construct the float for the Sauerkraut Festival. This will be used for PR to push the STEAM lab.

-The Vortex – vacuum filtration system is here and will be installed.

WIFI router will be moved to be more efficient for the library.

- Finance/Funding: Briana

- Ireland update - \$\$ so far, FINAL PUSH!! 120 tickets sold so far.

- Nozzolio – ideas, continued -

- Preston fund update – Vortex here – Leah will tally numbers to see if we can get a new miter box.

- DISCUSSION: Investments/Financial Advisor Presentations- will set up a finance committee to discuss presentations. Bri will send a doodle calendar.

Policy/Personnel: Dave

- Review: Meeting Room Policy (minor); Investment Policy – Leah will send changes to Dave.

- Public Relations: Sheri

The board thanked Carol for her efforts in getting the word out on our float for the Sauerkraut Festival. The Merchandiser ads are effective.

- Press releases:

- STEAM Lab – Leah is working on a paper for this.

- Float

- CC: Board – Press release could be sent out to all board members FYI.

Need to create a Press Release policy.

-Merchandiser – Ireland

-DISCUSSION: Press Release Officer -

-Debrief of Sauerkraut Weekend -

- September 2nd soiree?- 5pm – 8pm -

5. Unfinished Business:

- 2014 Annual Report to the Community / Annual Fundraising brochure combo-with survey - October target date

AND Five Year Plan update – Deb reported on plan – She suggested that we distribute 2 short surveys – one for users and one for non-users. And we take the plan and create it in-house. We could complete it for next year and include any items in the budget using it as the plan.

Bri moved to amend our plan to disband with the traditional way– create our plan in house based on 2 community surveys. Sheri seconded the motion and the board approved.

6. New Business: none

Next meeting: Sept 15, 2014

Respectfully submitted

Mary Ellen Darling

Secretary

---

## SEPTEMBER 2014 MINUTES

Minutes of Phelps Community Memorial Library: September 15, 2014

Phelps Community Memorial Library Board of Trustees

Roll Call:

David Benz, Briana Graham, Len Kataskas, Kevin Kelley, Carol Priebe, Sheri Sellick, Manager Leah Hamilton

Other Staff and Public: Deb Denis

Meeting called to order at 7 p.m.

Adoption of Agenda: adopted as submitted.

Approval of Minutes: August 18, 2014, approved as submitted.

Finances: Dave shared the treasurer's report and he moved to approve the report, Sheri seconded the motion and the board approved the report.

1. Manager's Report :

- The Teen After School Art program, a collaboration between the PCC, the United Way, and the library, began on Tuesday, September 9th, 2014, with Deb teaching the classes.

- Next week, I have a meeting with Frank Stowell, our insurance agent, on policy renewal.

-I am preparing signage for the Phelps/Clifton Springs Multi-Chamber of Commerce dinner on September 30th. The theme is Innovation and Technology in Phelps, and the STEAM Lab will be featured. We will be reimbursed \$100.

-Pioneer Library System Board of Trustees will be announcing their decision on who to hire as the new Director of PLS within the next few days.

- I gave a presentation and tour of the STEAM Lab and how we introduce new technologies to our community at last week's PLSDAC meeting. All was met with interest and enthusiasm.

- The Annual PLS Dinner will be held on October 8th from 5-8pm. Please let me know if you would like to attend. PCML will be paying for PCML attendees.

2. Standing Committee Reports:

-Building/Technology: Len:

- Router and lights for Steam Lab installed.

- Leah will purchase 3 paper towel holders.

- Currently working on getting a camera for the safe.
- Finance/Funding: Briana
- The Ireland trip winner was chosen at the library on Sept. 2, 2014. The winner was Brad Champlin. He signed the tax release liability statement. Net income from the ticket sales after expenses was \$1,526 dollars. Rules for holding a raffle were reviewed by Leah.
- Senator Nozzolio visited the Steam Lab in August. He would like to see athletics incorporated into library programming. Leah discussed several ideas in the planning for this to occur.
- Preston Fund update tabled.
- Leah will submit library budget request to the Town this week.
- Discussion: 2015 preliminary budget –add entertainment to budget; make fundraising a separate line added to budget.
- VOTE: Financial Advisor –Briana moved to approve John McCarthy as financial advisor for the PCML, Sheri seconded the motion and the board approved the motion.
- VOTE: Meeting Room Policy-Carol moved to approve the policy, Sheri seconded the motion and the board approved the motion.
- Public Relations: Sheri
- Press release regarding Steam Lab/Nozzolio bullet aid was presented to trustees and it was agreed the release could be sent out to media.
- PR Committee policy was read. Tabled discussion on PR Officer Duties.
- 5 Year Plan-Debbie is presently at work developing online surveys.
- New Business: John Britting will be acknowledged by the PCML for his long time support of the library.

Meeting adjourned at 7:55. Next Meeting: October 20, 2014

Respectfully submitted

Carol Priebe  
Acting Secretary

---

## **OCTOBER 2014 MINUTES**

Agenda for October 20, 2014

Phelps Community Memorial Library Board of Trustees

Roll Call:

David Benz, Mary Ellen Darling, Briana Graham, Len Kataskas,  
Kevin Kelley, Carol Priebe, Manager Leah Hamilton

Other staff & public: Deb Dennis

Public Participation: none

Adoption of agenda: added Tax Cap override to New Business, addition approved by the board

1. Approval of Minutes, September 15, 2014, accepted as reported

2. Approve Finances: Dave moved to approve the monthly transaction report, Len seconded the motion, the motion was approved.

3. Manager's Report: Leah reported

4. Standing Committee Reports:

-Building/Technology: Len

-Security Camera has been installed in Leah's office

-Paper towel holders have been purchased – to be installed

-Finance/Funding: Briana

-Annual Fundraising Brochure: Leah shared the draft with the board.

Motion to make change in bookkeeper position by November 30 made by Bri and Len seconded the motion. The board approved the motion.

Bri made a motion to hire Diane Goodman as part time bookkeeper, Carol seconded the motion and it was approved by the board at \$15 per hour and 8 hours a month. Leah will do the payroll.

Based on changes for the position -

-2015 Budget: Schedule preliminary budget workshops: Leah to work with Finance committee to create budget for next year for next meeting. Bri will set up a schedule of dates for the committee to meet to discuss several issues.

-Update: Status of transfer of control of Endowment Fund to John McCarthy who will meet with finance committee.

-Another trip fundraiser: Alex Bay trip for summer/fall starting in April-August.

We will contact businesses in Alex Bay area to ask them to help with donations, etc.

-Policy/Personnel: Dave

- Policy to review – tabled for next meeting

-Public Relations: Sheri

Carol shared info re STEAM LAB in newspapers,

-Daily Messenger: STEAM LAB – also in Finger Lakes Times

We can share Harvest pictures in the papers

5. Unfinished Business:

-Update: 5 Year Plan planning  
Annual fundraising brochure, survey to be given to non-library users by board members

6. New Business:

-Tax cap override – discussed overriding it. Vote to be taken at November board meeting.

Next meeting: November 17, 2014

Respectfully submitted:

Mary Ellen Darling, Secretary

---

## **NOVEMBER 2014 MINUTES**

Phelps Community Memorial Library Board of Trustees

Minutes: November 17, 2014

Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Len Kataskas,

Kevin Kelley, Carol Priebe , Sheri Sellick, Manager Leah Hamilton

Other staff & public: Diane Goodman

Public Participation: none

Adoption of agenda

1. Approval of Minutes, October 20, 2014: approved

2. Approve Finances: Dave reported and moved to approve the monthly transactions for payment; Sheri seconded the motion and it was approved by the board.

3. Manager's Report: Leah reported on the library's activities for the month.

1. DVD Player is missing from the children's room / video cameras not recording again
2. Mayhem in the PCC hallways – teen behavior, staff concerns
3. Rotating no longer – Leah is no longer in Rotary
4. Book keeping
  - a) Going through the entries, putting entries where they're supposed to be (e.g. Preston, Youth Bureau, etc)

- b) Diane doing fabulously; Leah's taken over the payroll, processed today)
    - c) Passwords have been changed
  - 5. NYLA conference recap
  - 6. MakerClub application submitted to receive free 3-D printers
  - 7. Possibility of a kiln? Have found one for free on Craigslist
  - 8. [STEAM Lab](#) now has a dedicated page on website
  - 9. New chairs, by request after patron poll, have been ordered
  - 10. Truax Fund depleted, as confirmed by school district
  - 11. STEAM Lab programming:
    - a) Kathe Latch (Homemade for the Holidays)
    - b) Doug Latch (Arduinos II and Snap Circuits)
  - 12. Community survey going gangbusters already
  - 13. [Circuit Scribes](#) were ordered; to be delivered in December
  - 14. Wacom tablet has arrived
  - 15. \$10,000 Nozzolio Bullet Aid received
  - 16. Historical Society tree to be decorated and donated
4. Standing Committee Reports
- Building/Technology: Len
    - Video cameras
    - Wacom Tablets
    - New seating area
    - Lighting in Manager's office
  - Finance/Funding: Briana
    - VOTE: Override the Tax Cap in 2015 - Motion made by Brianna to override the tax cap for 2015, seconded by Len and the board approved the motion.
    - DISCUSSION: approve or revise 2014 Annual Appeal letter- accepted and the work will be done in house.
    - DISCUSSION: 2015 Proposed Budget: Leah shared changes to the budget for 2015
    - Finance Committee meeting, November 21, 6pm to discuss budget and other financial issues
    - DISCUSSION: Changes in Bookkeeping/Accounting Practices
  - Policy/Personnel: Dave
  - Committee needs to meet – meeting to be scheduled to discuss the following policies:
    - DISCUSSION: Policies to revise, update and/or write
    - Conflict of Interest Policy? See minutes from November 2013
    - Whistleblower Policy

- Public Relations: Sheri

Committee meeting to be scheduled

- Schedule Town, Village, and School Meeting attendance: discussion followed re: attendance of these meetings.

- Merchandiser plan of attack: Discussed a “Did you know campaign?”

5. Unfinished Business:

- Update on Long Range Plan progress: Surveys have been out to the community and we were encouraged to give them to the public not using the library.

6. New Business:

Next meeting: December 15, 2014 Phelps Community Memorial Library

Respectfully submitted:

Mary Ellen Darling

Secretary

---

## **DECEMBER 2014 MINUTES**

Phelps Community Memorial Library Board of Trustees

Minutes for December 15, 2014

Roll Call: David Benz, Mary Ellen Darling, Briana Graham, Len Kataskas,

Kevin Kelley, Carol Priebe, Sheri Sellick, Manager Leah Hamilton

Other staff & public: Deb Dennis

Public Participation: none

Adoption of agenda: Added Conflict of Interest Policy and agenda was accepted as amended.

I. Approval of Minutes, November 17, 2014: accepted as written

2. Approve Finances: Dave moved to accept the monthly transactions, Carol Priebe seconded the motion and the board approved it.

3. Manager's Report: Leah shared the Library's activities including the work on the annual appeal and reviewing expenses and revenues with Diane Goodman.

#### 4. Standing Committee Reports

##### - Building/Technology: Len

- Library Thermostat changes
- Fireplace in Community Room
- Lighting in Reception Area
- Lighting in Manager's Office
- New Comfortable Seating Area
- New computers- for main desk and public use and genealogy files on CD to be used on any computer
- Security Cameras and Door Alarms – in process

##### - Finance/Funding: Briana

- Bank Signatures complete
- Cadaret Withdrawal process
- Complete Signatures for John McCarthy- completed at the meeting
- Annual Appeal Update-

Discussion: Revise 2014 Budget-

1. Add Makerspace Budget Line
2. Move funds from Contracted Labor and Payroll to materials
3. Move funds from Advertising to Travel/Ent

4. Retroactively increase December Health insurance payment from \$500 to \$550 to cover costs

- Discussion and Vote: 2015 Budget: Mary Ellen moved to approve the budget, Sheri seconded

the motion and the board approved the budget for 2015.

- Pre-Approve payment of 2015 Expenses: Dave moved for general approval of recurring and

reasonable expenses, Carol seconded the motion and the board approved it.

- Policy/Personnel: Dave

- Leah's 2015 Contract – changes were made to Leah's contract, Dave moved to update her contract, Len seconded the motion and the board approved the motion. Dave will update the contract.

- Personnel Committee to discuss Leah's Evaluation: The board discussed the evaluation process. Kevin and Dave will send out evaluations for input from the board and ask Leah to do a self-evaluation.

- Discussion and Vote: Personnel Policy

- Discussion and Vote: Conflict of Interest Policy: Carol moved to approve the policy, Sheri seconded the motion and the board approved the Conflict of Interest Policy.

- Public Relations: Sheri

- Sign up for Meeting dates: the committee will cover the meetings.

5. Unfinished Business:

- Update on Long Range Plan Survey: Deb and Leah shared some of the comments from the survey. Likes included staff, collection and the library appearance. Surveys are due the end of January.

6. New Business:

- Nominations for 2015 Officers on Preparation for Election at January 2015 meeting:

President: Brianna Graham Motion made by Mary Ellen, seconded by Dave

VP: Kevin Kelley Motion made by Sheri, seconded by Mary Ellen

Secretary: Carol Priebe Motion made by Sheri, seconded by Brianna

Treasurer: Dave Benz Motion made by Mary Ellen, seconded by Dave

The board approved all nominations for the 2015 officers.

- Trustees whose terms are up for re-election: Leah will check on these dates and share at the next meeting.

Next meeting: January 19, 2015