

Whitesville Public Library

Meeting Minutes March 19th, 2018

Meeting was called to order at 7:09pm with Karen Smith, Kayla Bissett, Susan Ellison, Linda Mallory and Kerry West in attendance . The meeting was run by Susan Ellison due to Joanna Clark's absence.

Accepted minutes from February 2018 meeting

Financial Reports: Financial Report from February was accepted. Kayla Bissett made a motion to accept the report and Linda Mallory seconded the motion.

Bills for review: \$130 to Austin Waite for 6 times of snow removal. It was noted that Austin has not done a quality job and has not been following his contract throughout the season.

Director's Report: The Board of Trustees worked on a mission statement for the library. Karen will write it up to be approved at April's meeting. The statement reads as follows: "The Whitesville Public Library seeks to provide our community with opportunities to discover, create, and connect through resources, services, and engaging programs. We endeavor to instill a lifelong love of reading in all of our patrons." The board agreed that the scratch off tickets were a good incentive for summer reading program. We thought the Wal-Mart gift card was a good reward for the adults and thought maybe a movie basket might be a good idea for the kids. The board loved the idea of a Whitesville Has Talent program at the ice cream social and thought Dick Pensyl might be interested in helping announce the performers and/or play a little during the middle of the show.

Building and Maintenance Report: nothing to discuss.

Fundraising Report: Six vendors have reserved 8 spots for the Craft & Vendor show in May. The board decided that if we don't get 15 vendors by our April board meeting, we would reconsider having the show. Linda Mallory motioned to accept and Kayla Bissett seconded the motion.

Policy and Procedures Report: nothing to discuss.

Old Business: nothing to discuss

New Business: Linda Mallory submitted her resignation letter to the board effective June 30th, 2018. Kayla Bissett motioned to accept the resignation and Kerry West seconded the motion.

April's board meeting will be held on April 17th, 2018.

Meeting was adjourned at 8:17pm. Kerry motioned to adjourn the meeting and Linda seconded the motion.

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Meeting Minutes -Board Meeting - February 20 2018

Meeting was called to order at 6:57pm. In attendance: Joanna Clark, Susan Ellison, Kerry West and Karen Smith.

Acceptance of Minutes from January board meeting and special meeting on 1/27/2018 – Susan Ellison motioned to accept both, Kerry West seconded. Motion carried to accept minutes from both meetings.

Financial Report:

- a. Kerry West motioned to accept, Susan Ellison 2nd. Motion to accept financial report from January 2018 carried.
- b. Bills for Review: Austin Waite snow shoveling - \$140. Susan Ellison motioned to pay, Kerry West 2nd, motioned carried.

Director's Report: Discussion on whether to set a rate for mowing in the summer. \$20 set rate to include weeding, mowing and edging. Kerry West motioned to accept set rate and inclusions, Susan Ellison 2nd, motioned carried.

Budget Committee Report: nothing

Fundraising Report: Valentines Day Chocolate Sale 2018- about 70 people attended; raised \$280

Policy and Procedure Report: nothing

Old Business: nothing

New Business: nothing

March Board Meeting: Joanna has a conflict with the date. We will keep the date the same for the meeting.

March's Board Meeting will be held on March 20th, 2018

Kerry West motioned to adjourn, seconded by Susan Ellison.

Meeting was adjourned at 7:30pm.

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Meeting Minutes -Special Meeting - January 27·2018

Meeting was called to order at 7:12pm. In attendance: Joanna Clark, Susan Ellison, Kerry West and Karen Smith.

Overview: Special meeting called to discuss Sarah Denhoff's hours due to her taking classes. Sarah signed up for classes at Alfred State and there are some conflicts with her working hours at the library. The board discussed whether it would be reasonable to adjust the library hours and if not, then how to cover the hours that Sarah would be missing. She has already called in sick, so this will need to be addressed by Karen at her 90 day review. The board decided not to change the hours to accommodate her, but to try to cover the time she would miss. Tracie will be able to cover some hours on Friday and Kerry and Joanna will be available as subs.

Kerry West motioned to not change Library hours and to find subs for hours Sarah will miss. Susan Ellison seconded motion.

February's Board Meeting will be held on February 20th, 2018

Susan Ellison motioned to adjourn, seconded by Kerry West.

Meeting was adjourned at 7:41pm.

Whitesville Public Library

Meeting Minutes December 19th, 2017

Meeting was called to order at 6:07pm with Joanna Clark, Karen Smith, Kayla Bissett, and Kerry West in attendance

Accepted minutes from November 2017 meeting

Financial Reports: Financial Report from November was accepted. Karen has 9 unused hours from 2016 that she would like to be paid for instead of taking off-the board approved this.

Bills for review: \$80 to Austin Waite for snow removal on December 12th, 13th, 15th, and 16th

Director's Report: accepted. There is about \$500 left of program funds that the board decided could be rolled over into the following year. The board agreed Karen could donate \$25 to STLS. We also agreed that Karen could use Senator Young money to pay for the class she will be taking. Sarah will be able to cover for her. The board talked about the February chocolate sale. We decided that the sale should be held on Tuesday, February 13th from 2-6pm and Wednesday, February 14th from 9-5 if Karen is able to go the After School Program at the school. If she is unable to do the program at the school, that means she will have 20+ kids in the library so the board will change the sale to Wednesday, February 14th from 9-5 and Thursday, February 15th from 2-6. Karen will make the final decision after talking to Tina. Marsha VanVlack and Karen have applied for another grant totaling \$2025.00. If we are awarded the grant, Marsha would like to make a concrete and mosaic tile bench for behind the library.

Building and Maintenance Report: nothing to discuss.

Fundraising Report: Chocolate sale: see Director's Report

Policy and Procedures Report: nothing to discuss.

Old Business: The Evening with Santa program was a huge success! We had 41 kids and 77 total people! The same people who ran this program told Karen about another program they do in the fall. The community has showed interest in this program so the board is considering this for a Fall program.

New Business: Linda Mallory was called on speakerphone and Kerry West was officially accepted as a new board member. Kerry has agreed to take over treasury duties for Joanna. A motion was made to remove Ruth Benson from all library accounts and to add Kerry West.

January's Board Meeting will be held on January 16th, 2018

Meeting was adjourned at 6:44pm.