

Attendance: Jessica Doktor, Julie Hengenius, Angie Knisley, Tony Kutter, Kristie Miller and Margaret Stevens

Others: Diana Reding, Library Director

Reorganization Meeting

1. *Call to Order*: Kristie called the meeting to order at 6:36 PM.

2. *Pledge of Allegiance*.

3. *Adoption of Agenda*: Julie moved to approve the agenda; Angie seconded and it carried with all in favor.

4. *Approval of June 2019 Meeting Minutes* – Margaret moved to approve the minutes; Julie seconded the motion and it carried with all in favor.

5. *Period of Public Expression*: No one from the public attended.

6. *Correspondence*: None

7. *Treasurer/Financial Officer's Report* (submitted under separate cover).

a. Reports: The financial reports for June through July 2019 were reviewed. **Motion: To approve the July 2019 Treasurer's report. The motion was made by Jessica and seconded by Tony. It carried with all in favor.**

b. Payments: **Motion: To approve the payment of bills for July 2019. The motion was made by Julie and seconded by Jessica. It carried with all in favor.**

c. Transfers: **Motion: To transfer \$10,000. from the Money Market account to the Checking account and to transfer \$10,000. from the Money Market account to the Payroll account. The motion was made by Margaret and seconded by Angie. It carried with all in favor.**

d. Automatic payments: **Motion: To approve re-occurring bills (payroll, utilities, web hosting, Treasurer and Payroll Clerk wages) from now until July 2020. The motion was made by Julie seconded by Jessica. It passed with all in favor.**

8. *Director's Report*: (submitted separately): Diana reviewed her report which included information about the summer reading program, her attendance at recent and future meetings, technology purchases, and a building and grounds update. Diana will be seeking plumbing quotes for work on the Library's backflow prevention device.

9. *Committee Reports*:

a. *Personnel Committee*

i. Retirement: Kristie is looking into information if Diana can use prior NYS retirement credit if she chooses to sign on for retirement for the Library's position (which is considered a part time position).

10. Old Business

a. *Re-chartering Update*: There is no news from Albany.

b. *Maintenance issues*: 1) Angie is gathering quotes for year-round outdoor maintenance. 2) The Library's storage shed is in significant disrepair. Diana will get 3 quotes for the cost of a new shed.

11. New Business:

a. Additional Agenda Items:

- Election of Officers: This will take place in July 2020 for the Board seated for 2020-2021 term.

- Schedule of Board Meetings for the 2020: Jan. 27, Feb. 24, Mar. 16, Apr. 20, May 18, June 15, July TBD, Sept. 21, Oct. 19, Nov. 16, Dec. 21

- Closing dates for 2020: Jan 1, Jan.20, Feb.17, Apr 10, May 25, July 3, Sept.7, Oct. 12, Nov.11, Nov. 26&27, Dec. 25,

- Early closing dates: Dec.24, Dec.31

- Review of hours of operations: Will continue with the hours that were established at time of re-chartering.

- Tri-annual audit by outside agency: Diana is pursuing 3 estimates for auditors for this task

- Financial report annual review of signatories and depositories: Signatories were reviewed last month.

- Appointments of Standing Committees: The following Committees were authorized; Election, Finance, Building and Grounds. Board members will reflect on the committees. Appointments to fill the positions will take place at the September meeting.

- Appointment of Finance Officer: Will take place at September meeting.

- Re-occurring bills approval – completed

- Keys to the Library: The Library staff and Kristie (Board President) have keys.

- Contracts for Theresa Kennedy and Linda Tucker (Treasurer and Payroll Clerk): This will be done by the newly formed Finance Committee.

- Trustee petitions review: This was completed for the 2019 election. A template was used for the petition.

- Building and Grounds Committee: Will be formed in September.

- Swearing -in for trustees, treasurer, and director: This will take place in July of each year.

Motion: To approve all re-organization plans as listed in the Additional Agenda Items,

The motion was made by Julie and seconded by Kristie. It carried with all in favor.

- b. Election of officers for current Board: Margaret will nominate/present a slate of officers to be voted on at the September Board meeting
- c. Committee reviews: The Board reviewed sample plans for selected libraries.
- d. Brick House Corners Book Sale: Saturday, September 7, 2019
- e. Fire Safe: The Library's existing fire safe will be used by the payroll clerk to store records. Diana will pursue purchasing another one to hold additional library items/records.

12. Other Business: None

Next Board Meetings: September 16, 2019

13. *Adjournment:* The meeting adjourned at 8:15 PM with a motion by Margaret; seconded by Jessica and approval by all.

Executive Session: None

Respectfully Submitted,

Angela Knisley, Secretary

