

CPL Monthly Board of Trustees Meeting

Wednesday, November 15, 2023 at 6:30 pm

Present: Jason, Katie, Stephanie, Patrick,

Absent: Michael, Jessica

Also in attendance: Diana Reding, Kristie Miller

Agenda

1. Call to Order - 6:36
2. Adoption of agenda - Patrick made the motion, Stephanie seconded the motion, all passed in favor
3. Approval of prior meeting minutes - Stephanie made the motion, Katie seconded the motion, all passed in favor
4. Period of public expression
5. Correspondence - to be included in the Director's report
6. Treasurer/Finance Officer's Report
 - a. Monthly report - Katie made the motion, Stephanie seconded the motion, all passed in favor
 - b. Approval of bills - Stephanie made the motion, Katie seconded the motion, all passed in favor
7. Director's Report - available under separate cover

Amendment to the Director's Report:

To get the refund from the IRS penalty, a member of the board or Diana, will resubmit the letter that Linda submitted on our behalf requesting the refund, rather than have Linda fill out the Power of Attorney from the IRS to establish herself as an authorized person to act on the Board's behalf.

8. Committee Reports -
 - a. Finance subcommittee (Patrick, Stephanie) - nothing to report
 - b. Personnel committee (Jessica, Stephanie) - nothing to report
 - Diana will meet with Stephanie to discuss some Human Resources best practices.

c. Buildings and Grounds (Katie, Michael) -

- The committee needs to revisit the Alta survey, and the title search that is required. The survey was already paid for but currently is not complete because of the title issue. Diana will contact a Batavia based title company to get the title search and abstract.
- Jason will stop by the library on Sunday to complete the measurements and pictures of the crawlspace to include in the RFP for the contractor estimates.
- Jason is also trying to gather some contractor names from the Buffalo and Rochester areas, including Thompson Builds.
- A member of the committee needs to review the State Construction grant requirements.
- The goal is to get the quotes over the winter when the contractors are not as busy.
- Recommendations for commercial contractors are appreciated.

d. Policy committee (Jessica, Michael, Katie) -

- Diana sent Barker's display policy to the members of the policy committee for consideration.
- Jason appointed Stephanie to the Policy committee.

e. Community outreach committee (Katie, Michael, Jessica) -

- Nothing to report

9. Unfinished Business -

- Jason will distribute a self-assurance certificate for trustee trainings

10. New Business -

- Jason says we should resume our search for a new board member to fill the vacant seat.
- We need a step ladder.

11. Adjournment - motion to adjourn at 8:35 made Patrick, seconded by Stephanie. Motion

passed in favor.

A handwritten signature in black ink, consisting of a series of fluid, connected strokes. The signature is positioned below the text "passed in favor." and is centered horizontally.