

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

Others: Diana Reding, Library Director

1. *Call to Order:* Kristie called the meeting to order at 6:35 PM which was followed by the Pledge of Allegiance.

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

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

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

5. *Correspondence:* Thank you note for CPL's participation in the NIOGA dinner and fundraising for the Barker Library. In addition, the Board received three e-mails:

- 1) From the Library's insurance carrier regarding liability coverage for library volunteers;
- 2) From M&T Bank regarding signers for the Library account;
- 3) Correspondence from DLD regarding re-chartering updates.

6. *Treasurer/Financial Officer's Report* (submitted under separate cover). The Financial Reports for May 2019 were reviewed.

Motion: To approve the May 2019 Treasurer's report. The motion was made by Julie and seconded by Jessica. It carried with all in favor.

The Library received a check of \$3,260.82 from the estate of Helen Pacer. The executor asked that the money be used over a five-year period for the purchase of DVD/Blu Ray films.

Kristie will be sending future financial reports to the Board members for review prior to the Board meetings.

7. *Director's Report:* (submitted separately): Diana reviewed her report which included Financial/Fundraising information, Personnel, Building and Grounds, Summer Program, and Miscellaneous updates.

8. *Committee Reports:*

a. *Old Business:*

i. Project Priorities

- a) Air quality in the Library: The cold air return ducts require attention. A short-term need is that they need to be cleaned. Diana received 3 quotes for this work.

A larger issue may be the need to 're-route' the ductwork because they are located in the floor's crawlspace where there may water/moisture. Diana and the Board will pursue quotes for this more extensive work on the cold air ducts.

Motion: Wrightway Duct Cleaning will be hired to clean the Library's cold air return ductwork based on the estimated cost of \$1032.00. The motion was introduced by Kristie and seconded by Angie. It carried with all in favor.

ii. Bank signing: Kristie will verify the people who should be the designated signers for the Library account and see if any updates are needed.

iii. Professional audit: Samantha Schafer will be contacted to see how the Board should begin the process of securing a professional audit. The Board will look for 3 quotes for this task.

b. Re-chartering Update:

i. Trustee election: Jessica Doktor and Angela Knisley were each elected for a 3-year term. They will take their oath of office at the August Board meeting.

ii. Department of Library Development: The Corfu Board is waiting for further information on the re-chartering process.

9. New Business:

a. *Clerk position:* Jill Franclemont has applied for and been interviewed for the Substitute Clerk/Children's position.

10. Other Business: There was a discussion about policy for security checks of new personnel. Kristie will check with the Corfu/Pembroke Town Board to see what procedures they may have in place.

Next Board Meetings: August 26, 2019

12. *Adjournment:* The meeting adjourned at 7:41 PM with a motion by Margaret; seconded by Katleen and approval by all.

Executive Session: None

Respectfully Submitted,

Angela Knisley, Secretary

