

**Bancroft Public Library  
Board of Trustees – Minutes of the February 5, 2019 Regular Meeting**

Present were Ed Donoghue, Kim Erbe, Rebecca Brown, Siri Allison, Alesa Wilson, Director Susan Getty, Town Supervisor Evera Sue Clary, and members of the public.

**Minutes:** Siri Allison made a motion, Alesa Wilson seconded, to approve the January 8, 2019 meeting minutes as presented. All were in favor and the motion was carried.

**Public Comment:**

**Correspondence:** The only correspondence was an agenda for the SALS Board meeting on February 19, and invitations to the Annual Trustee Meeting on May 20, 2019.

**Treasurer/Finance Officer's Report:** Vouchers from the Library Fund Nos. 6 through 12 and totaling \$3799.68 were audited and ordered paid. Alesa Wilson made a motion, Siri Allison seconded, to accept the Financial Statements as presented. All were in favor and the motion was carried.

**Library Director's Report:** See attached, including monthly statistics. With regard to the annual contribution to Overdrive, Rebecca Brown made a motion, Siri Allison seconded, to increase our contribution from \$396.33 to \$500.00. All were in favor and the motion was carried.

**Committee reports:** None due.

**Old Business:** Regarding the status of the Charter Application, there is still no word.

Regarding the State Aid for Library Construction Grant Application, it is still with the Division of Library Development.

Regarding the SALS Challenge Grant, word was received that Bancroft Library was granted \$5000 to engage an architectural firm to draw up plans and specs for an ADA compliant bathroom and accessibility. The check has already been received in that amount. Alesa Wilson made a motion, Siri Allison seconded to engage Waite Associates and begin the work. All were in favor and the motion was carried.

Regarding Attorney Dennis O'Connor's review of the trust paperwork, etc., Kim Erbe has spoken with Mr. O'Connor. He indicated that the questions previously sent are overly broad and asked for clarification before proceeding. Kim Erbe will contact him to discuss the questions in more detail.

Regarding Directors and Officers Insurance, Town Supervisor Clary indicated that the Library Director and Board of Trustees are covered under the Town's insurance policy.

Regarding the picnic tables and courtyard improvements, discussion continued to be tabled.

Regarding snow and ice removal around the Bancroft Building, Mark Cooney continues to attend to this.

Regarding the 2019 Proposition on the School ballot for an increase to the Library's annual levy, which will include an amount for increased hours/employee wages, a contribution toward wages for a building custodian, and greater broadband access, work continues. Rebecca Brown will contact the school for a date by which they need the proposition.

**New Business:** Regarding the Procurement/Purchasing Policy prepared by President Donoghue, with minor changes, Alesa Wilson made a motion, Kim Erbe seconded, to approve it as presented. All were in favor and the motion was carried.

With regard to the Library Operations Policy, it has been proposed that under **Fines**, in order to match the current SALS policy, the number of days after which materials not returned shall be considered lost and the borrower billed be

changed from 42 to 30. Kim Erbe made a motion, Alesa Wilson seconded, to effect this change from 42 to 30 days. All were in favor and the motion was carried.

Also in the Library Operations Policy, with regard to Court use of the Reading Room, it was unanimously agreed that “The Town Justice, Court Clerk, and attorneys are allowed to use the Peg Culver Reading Room in the presence of the Town Justice. The Town Justice must be present at all times when the Peg Culver Reading Room is used for court business and the Library is closed. No other parties (e.g. defendants, etc.) are permitted in the Library, including the Peg Culver Reading Room, when the Library is closed.”

Regarding the annual review of the Conflict of Interest Policy, Alesa Wilson made a motion, Siri Allison seconded, to approve the policy. All were in favor, the motion was carried, and all Trustees signed the policy.

The Annual Report for the State Education Department is due February 15. While Director Getty has completed and shared her portion of the Report, the financial portion is not yet complete. However, after discussion, Kim Erbe made a motion, Alesa Wilson seconded, to authorize submission once complete. The completed Report will be shared with the Board.

The Board asked Director Getty to post on the website a tribute to former Director Kay McEachron, who recently passed away.

The next meeting was set for Tuesday, March 5, 2019 at 6:30 PM.

The meeting was adjourned.