

**Alden Ewell Free Library  
Minutes – Board of Trustees  
April 24, 2017**

President Susan Sabers Chapman opened the regular bi-monthly meeting of the Board of Trustees of the Alden Ewell Free Library at 6:55 PM on April 24, 2017 at the Library. Trustees present: Susan Sabers Chapman, William Chapman, Joy Insinna and Carol Dubel. .

Agenda approved. (*C. Dubel, W. Chapman*)

Minutes of the Regular (12/6/16) meeting were approved. (*J. Insinna, W. Chapman*)

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**Financial Report:**

President Chapman, Acting Interim Treasurer, presented a report showing the library's account balances. It was noted that the new snowblower has been purchased; also, it was necessary to replace the boiler at a cost of \$5,200. After some discussion, which noted the relatively low interest our bank CDs are earning, and the possibility of seeking some financial guidance in order to better invest our larger funds. President Chapman will try to question the Alden State Bank in this regard to see if they can suggest a firm to advise us. The report was received and filed for audit (*W. Chapman, J. Insinna*).

**Library Manager's Report:**

Manager Rebecca Moe reported increases in circulation and patron count in January and February, with slight decreases in both during March, likely due to weather conditions. Computer use was down in January, but increased in both February and March. Recent programs showed an increase in attendance each month, with a Science Fair planned for the end of April and a Creative Writing Club in May, in collaboration with AHS. Contact with the primary school regarding possible summer programming will be initiated. Ms. Moe also reported on eight meetings she attended between January and April, and reviewed a feedback survey on the Proposed Revisions for the NYSPL Minimum Standards Committee. Board members provided input and opinions on the contents. She also reported on recent thefts from some suburban branch libraries and the subsequent apprehension of the individual believed responsible. Vice President Chapman reported on hearing much positive feedback on our library since Ms. Moe has taken command, and the entire board complimented her on her accomplishments to date.

**Association Report:**

A website needs to be developed for our association, which will require a server, host server (\$120 annual cost) and domain name (\$14 annually). Ms. Moe recommended "dreamhost", which she uses for our library's website; moved & approved to initiate service with them for a one-year "trial" through Ms. Moe (*C. Dubel, J. Insinna*) It was agreed that the name should be Alden Ewell Free Library. President Chapman reported that a membership application has been received from Cecily Lehman. Discussion ensued relevant to the date of the Annual Meeting and it was decided that it will be held on Monday, June 5 at 7 PM; the regular Board Meeting will follow immediately afterwards.

**Communications:**

A letter was sent to the Alden Town Board, expressing appreciation for their awarding the sum of \$20,000.00 in funding to our library again this year. New statements were received from NBT Wealth Management, and President Chapman will seek their input on managing our funds. A note was received from Library Clerk Jamie Craft in appreciation for her generous Christmas bonus.

**Unfinished Business:**

- Swiatek Studios, which had previously been contracted to repair the stained glass window, but has yet to commence the work, was contacted again by President Chapman and informed that we need a definite commitment of their start and completion dates, as the firm claims to still want the job. The board is hopeful of having this work totally finished as soon as possible.
  
- It was decided that a letter shall be sent to attorney Mr. Schaeffer terminating his services.

New Business:

- The board has been reminded that the NY Open Meetings Law requires that advance notice of our meetings must be published on our website, as well as in the Alden Advertiser. A discussion ensued as to whether the board minutes must also be posted for the public; if so, a method of preserving confidential and personnel matters must be determined. Board members agreed to give this matter careful consideration and tabled a decision until the next meeting. According to Ms. Moe, this posting of minutes is common practice locally, though not specifically mandated.
- The Annual State Report was discussed, relevant to policies and programming. (*W. Chapman, C. Dubel*) Approved.
- Due to some large, unanticipated expenses incurred over the winter, a motion was made by *C. Dubel*, seconded by *J. Insinna*, to transfer \$5,000 from the Money Market to the General Fund. Approved.
- A motion was made by *W. Chapman*, seconded by *C. Dubel* to send a check for \$20 as payment for our annual ACT dues.
- Conflict of Interest Annual Disclosures were presented to, and signed by, each board member.
- A request was received from the Alden Art Club to display artwork in the library next fall, and to hold a reception for the public on Saturday, October 7 from 12-2 PM. This has been well received in the past. Approved. (*W. Chapman, J. Insinna*)
- B&ECPL Director Mary Jean Jakubowski has requested that all system libraries complete and submit to her the Public Libraries Minimum Standards Survey. She will in turn submit the results to PULISDO, a statewide agency. Ms. Moe will comply with the request for the Alden Ewell Free Library.
- President Chapman announced that Tanya Lords-Quinn, a current Association member, has expressed interest in joining the board as a trustee, and is willing to serve the remainder of the term of K. Muchow through 2019. The board is pleased to welcome Ms. Lords-Quinn; she will join us at the June meeting. Approved. (*W. Chapman, C. Dubel*)

Next Regular Meeting: June 5, 2017 following the Association Annual Meeting (7:00 PM).

Adjournment: Meeting was adjourned at 8:15 PM (*C. Dubel, W. Chapman*)

Respectfully submitted,

Carol C. Dubel, Secretary