

DRAFT

GRAFTON COMMUNITY LIBRARY
Board of Trustees Meeting
December 12, 2017

Trustees in attendance: Leanna Sweet, Kathryn Lentivech, John Darling, Josef Allain, Jillian Price, Frank Higgins, Susan Brown, and Director Natalie Hurteau.

Call to Order: 7:00

I. Approval of the minutes of the November 14, 2017 meeting: MOTION: John moved, Joe seconded, to accept the minutes as submitted. All in favor; motion carried.

II. Treasurer's Report: No action items

Toy Savings Bank: We received a \$5,000 grant from the Troy Savings Bank for the purpose of using it toward the matching funds requirement of the State Construction Fund grant. The Troy Savings Grant must be used in 2018. If, for some reason we are not awarded the State Construction Fund grant (we will know in March), the \$5,000 will have to be returned to the Troy Savings Bank.

Better World Books: We have received \$374 this year for the sale of used books.

Community Foundation Gift: We have received \$653 of unrestricted use funds. We just need to advise them of how we use these funds. It has been suggested that we use this gift toward the matching portion of the State Construction Fund grant that we are required to contribute. MOTION: John moved, Jill seconded, to use this money toward the amount we are required to contribute as matching funds for the 2018 State Construction Fund. All in favor; motion carried.

III. Committee Reports

Buildings and Grounds: John will check on the status of the fire extinguishers to see if they need servicing or if they have been serviced.

Run for the Roses: We will need to hire a new group of timers for the run. This will be more costly than in the past.

IV. Old Business

2016-17 Construction Grant: Bill Gundrum will begin work in early February. His work will consist of remodeling the bathroom, bumping out of the furnace room, adding a new hot water heater, and rearranging various aspects of the basement space.

Grant Possibilities: Patti and Susan still have grant possibilities to review.

2018 Art's Grant—submitted on 11/30/17. The grant was submitted for a little over \$2,000. We are required to fund at the level of 40%. The classes will be for stained glass, metal forging, pine cone wreaths, and 2 more.

2018 Construction Fund Grant: This grant has been submitted for the amount of \$49,574.00. The library's share of this amount is \$12,394 which is 25%. This grant will cover a ramp at the basement entrance, a new wider vestibule, the paving of the back parking lot, and a new basement floor. There will be a great deal of grading and creating of improved drainage involved.

Annual Fund Drive: So far we have received \$6,147 in donations from 102 donors. This is slightly behind last years figures—\$7,383 from 124 donors. Expenses have been \$500.63 for mailing; there will be postage expenses for thank you notes.

MOU with the Brunswick Library has been signed.

V. Director's Report (out of order)

Director's Report is attached. (BYOB—an acronym for Bring Your Own Beverage)

Star Cutter printer prints out due dates and transit receipts. This will facilitate our circulation and interlibrary loan circulation. MOTION: John moved, Jill seconded, to spend \$200 on a Star Cutter printer.

Natalie has requested \$700 from the Stewart's Holiday Match which we apply for annually. We had asked for \$600 last year.

VI. New Business

UHLAN Agreement: Needs to be signed and submitted. This is the amount we pay to be a part of the Upper Hudson system. MOTION: John moved, Frank seconded, that we make a payment of \$2,408.00 to the UHLS. This covers all the services which Upper Hudson provides to member libraries.

2018 Budget: This budget reflects an additional 8 hours for Angela. She is currently doing the story hour. MOTION: Jill moved, John seconded, that we increase Angela's time by 8 hours. All in favor; motion carried. MOTION: Joe moved, John seconded, to accept the 2018 budget.

Election of Trustees: MOTION: John moved, Frank seconded, that we appoint Susan Brown to a 3 year term as trustee. All in favor; motion carried. MOTION: John moved, Jill seconded, that we appoint Leanna Sweet to a 3 year term as trustee. All in favor; motion carried.

Thank you to Joe Allain for building a set of stable shelves to be used upstairs.

Both Library trees won awards at the Festival of Trees.

Library meetings will remain on Tuesdays at 7:00.

MOTION: Joe moved, John seconded, that we adopt the same holiday closing schedule as the Brunswick Library. All in favor; motion carried.

Holiday closings:

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving and the Friday after

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

Election of Officers: MOTION: Kathy moved, Joe seconded, that we elect Leanna Sweet and Estella Hovnanian as co presidents, Susan Brown as secretary, and Frank Higgins as treasurer. All in favor; motion carried.

Thank you to Kathy for her years as treasurer and as trustee.

VII. Open Discussion

VIII. Adjournment—approximately 8:15

MOTION: Kathy moved, Joe seconded, to adjourn. All in favor; motion carried.

Respectfully submitted,

Susan Hasbrouck Brown
January 4, 2018