

GRAFTON COMMUNITY LIBRARY

Board of Trustees Meeting

September 11, 2018

Trustees in attendance: Leanna Sweet, Estella Hovnanian, Patrica Pafundi, John Darling, Jillian Price, Susan Brown, and Director Natalie Hurteau

I. Approval of Minutes of the August 14 meeting

MOTION: J Darling moved, E Hovnanian seconded, to accept the minutes as presented. All in favor; motion carried.

II. Director's Report

There was a decrease in print circulation but an increase in electronic circulation. Customer count increased from the prior month. Museum pass circulation:

The Clark pass has been checked out 16 times YTD.

The Schuyler pass has been checked out twice since July.

The USS Slater has been checked out twice since March.

The Adirondack Museum pass has been checked out 3 times since June. Natalie would recommend purchasing a pass to Olana for \$100 as there is still some grant money left. There is agreement on this action. (Spending on museum passes approved at a prior meeting.)

Check Natalie's written report for further details on programs and activities.

III. Treasurer's Report

Frank was not in attendance so there was no report.

IV. Committee Reports

Buildings and Grounds: Estella reports that all is "under control"—nothing new to report. Keith mowed the field in the back of the building. Thank you to Keith.

Run For The Roses: Leanna is still waiting for responses to 2 invoices. After they are received she will be able to provide us with a final report.

V. Old Business

Summer Reading Program: Sara's outreach at the VFW had about 25 kids attending each program

2018 Arts Grant: Sandy VonSchiligen has put together an attractive announcement which will be provided to our patrons. The classes will be advertised in The Eastwick Press.

2018 Construction Grant: The design of the ramp and exterior work has not yet been finalized, nor has the contractor been selected.

2019 Construction Grant: Applicants have not yet been notified. This will be a remodeling of our upstairs space. It will include:

- Replacing the floor with a hard wood lookalike
- Replacing the current circulation desk with a circulation desk in the center of the back wall between the 2 windows
- Replacing the current circulation desk with a counter that will house a computer cafe space
- Replacing current fluorescent lights with LED lighting
- Replacing the exterior siding
- Installing central air
- Installing 2 new cabinets in the bathroom
- Getting 5 new lap top computers and 2 desk top computers.

The total cost of this project is \$55,290; we qualify for a 75% match so the grant award will be \$41,467. The cost to us will be \$13,823. With other grants (McCarthy and Troy Savings Bank) that we've been awarded, we will have to use approximately \$1,500 of our own funds to accomplish this project.

MOTION: P Pafundi moved, J Price seconded, that we approve the expenditure of the 25% matching funds for the 2019 Construction Grant. All in favor; motion carried.

Ethel Simmons Scholarship Award: no information as yet.

Walmart Grant: This request for \$5,000 will be reviewed in January. If granted, it will be used toward the 2019 Construction Grant project.

Boy Scout Proposal: There has been no time frame established as yet for the execution of this project.

259 Brittonkill School District: Brunswick will be approaching the Brittonkill Board of Education for increased funding from the school district. There are 331 properties in Grafton that lie within the Brunswick School District. Currently we receive \$1,500 from the Brittonkill School District. The Brunswick Library will be requesting an increase in funding. The likelihood

is that Grafton will make a request for increased funds from Brittonkill, as well.

Insurance: John looked over the policy and all looked to be in order.

414: This is a program which puts library funding on the ballot. There was discussion as to whether or not this was a feasible solution to our finding needs.

VI. New Business

Quilt Raffle: We have a donated quilt. It has been suggested that we use it as a prize for an adult reading program. It will be used as a prize for both the Grafton and the Brunswick Libraries.

Dehumidifier/Air Purifier for upstairs: Central air would make the library a friendlier environment for allergy sufferers. MOTION: J Darling moved, E Hovnanian seconded, that we proceed with installing the central air conditioning prior to the official awarding of the 2019 grant. All in favor; motion carried.

2019 Budget Letter to the Town: There will be a finance meeting soon. The Budget Letter to the Town is due by the 20th of September.

Annual Fund Drive: The annual Fund Drive Letter is "under construction" and will go out in late October or early November.

Review of Shared Services Agreement: the current agreement will run out in the beginning of January. Brunswick seems to be happy with the agreement. We need to expect a slight increase anyway just to cover an expected increase in salaries.

SEFA Fair—October 11: It does not seem that we need to participate in this. Upper Hudson representing Albany and Rensselaer Counties seems more appropriate.

National Grid: National Grid has a program that will replace lights with LEDs. Patti and Joe will look into this.

VII. Patti suggests that we do some decorating of the building for Christmas as the Poestenkill Library does.

VIII. Adjournment

8:52—J darling moved, E Hovanian seconded, that the Meeting adjourn. All in favor; motion carried.