

Regular Meeting of the Board of Trustees
Of the Mechanicville District Public Library
Held at the Library, 190 North Main Street
Mechanicville NY 12118
September 15, 2018 @ 9:00 AM

Present

Sam Carabis
Tom Golden
Marilyn Erano
Michelle Duell

Absent

Andrea DiDomenico
Joan Rocco

Guest

Dave Hicks

- I. President Carabis called the meeting to order at 9:09 AM.
- II. Tom made a motion to approve the minutes from the June 19, 2018 meeting, seconded by Marilyn.
- III. Correspondence: Unique Collection Report, Card from Matthew Deitch and online post from Christopher DelVecchio about a problem patron.
- IV. Director's Report: June, July and August Library Stats, Upcoming programs for the month of October. Farmers Market ending September 24th, it has been a tough year with weather. Summer Reading program stats. The library has been chosen to participate in the Library Moon Walk Grant first meeting is October 15, 2018 from 10-2 at the CPH Library. NYSLR is implementing a new reporting site. Updated library mission statement, short and long range goals, sexual harassment policy and investment policy tabled until all board members are in attendance.
- V. Financial Reports: Warrant 24 for 14 Claims in the amount of \$13,832.74 motion to accept by Tom seconded by Marilyn. Warrant 25 for 7 Claims in the amount of \$1,303.70 Marilyn made a motion to accept and seconded by Tom. Tom made a motion to accept the Resolutions to the 2017-2018 Budget, seconded by Marilyn. NYS AUD Report has been submitted. Warrant 1 for 17 Claims in the amount of \$8,648.58 Tom made a motion, seconded by Marilyn. Warrant 2 for 10 Claims in the amount of \$11,295.06 Marilyn made a motion, seconded by Tom. Warrant 3 for 12 Claims in the amount of \$9,450.36, Tom made a motion, seconded by Marilyn. Warrant 4 for 20 Claims in the amount of \$16,123.10, Marilyn made a motion, seconded by Tom. Warrant 5 for 11 Claims in the amount of \$15,232.93, Tom made a motion, seconded by Marilyn. Received check in the amount of \$250.00 from TD Bank for assistance with historical photo for their MEC branch remodel. Received \$2,795.00 for LLSA, Received \$373.47 and \$147.83 from school for the PILOT program. Received refund from Travelers Insurance in the amount of \$10.00
- VI. Building and Grounds: In regards to the security cameras, Michelle will contact Adirondack Cable to request that they give a quote. This company runs all the cables for SALS and has done work here at MEC in the past for our computers. The issue of controls for the HVAC system is still being worked on.
- VII. Personnel: Stephanie Gagnon resigned from her position as Clerk. Carrie Motta-Sphunt has been hired as Clerk to fill the vacant position. Tom made a

motion that it is with regret to see Stephanie leave we welcome Carrie to our staff, seconded by Marilyn.

VIII. Old Business: None

IX. New Business: Library Board of Trustee minimum standards handbook given to all board members. NYS Disability and Family Leave Resolution to provide to employees. Motion made by Tom and seconded by Marilyn. Next board meeting will be October 20, 2018 @ 9 AM.

X. Adjournment: Marilyn made a motion to adjourn at 10:12 AM seconded by Tom.