

AGENDA

Mechanicville District Public Library
Meeting of the of Trustees
February 16, 2019 @ 9 AM
Ellsworth Room

- I. Call to Order
- II. Approval of Minutes
 - A. January 19, 2019
- III. Correspondence
 - A. Unique
 - B. Thank you from Congressman Tonko
 - C. Save the date SALS Annual Meeting May 20, 2019
 - D. SALS Joint Automation Project Agreement
 - E. SALS Agenda for February Meeting
 - F. MACSC Congratulations on Award
- IV. Directors Report
 - A. Stats December
 - B. March Events
 - C. Audit
 - D. Spectrum
 - E. ADP Sexual Harassment Training
 - F. Annual Report
- V. Financial
 - A. Warrant 14
 - B. Warrant 15
 - C. 2019 SALS Challenge Grant \$5,000.00
 - D. PILOT 363.36
 - E. Refund Travelers \$37.00
 - F. Investment Policy
 - G. Adirondack Trust Company
- VI. Building and Grounds
 - A. Security Camera install will begin on 2/19
 - B. Front doors have been replaced.
- VII. Personnel – NONE
- VIII. Old Business
 - A. Board Questionnaire
- IX. New Business
 - A. Ellsworth Room Veteran Pictures
 - B. Election
 - C. Next Board meeting March 16, 2019 @ 9 AM
- X. Adjournment

- VII. Personnel: We have not filled the open Clerk position, the other clerks have taken the hours.
- VIII. Old Business: Sexual Harassment Policy needs to be signed for all Board Members.
- IX. New Business: Request to use photo of Col. Ellsworth. Board Questionnaire for Long Range Goals. Budget preparation, Sam is up for Election in April. Next board meeting is February 16, 2019 @ 9 AM
- X. Adjournment: Tom made a motion to adjourn at 10:24 AM seconded by Andrea.

Regular Meeting of the Board of Trustees
Of the Mechanicville District Public Library
Held at the Library, 190 North Main Street
Mechanicville NY 12118
February 16, 2019 @ 9:00 AM

Present

Sam Carabis
Tom Golden
Marilyn Erano
Michelle Duell

Absent

Joan Rocco
Andrea DiDomenico

- I. President Carabis called the meeting to order at 9:07 AM.
- II. Tom made a motion to approve the minutes from the January meeting, seconded by Marilyn.
- III. Correspondence: Unique Collection Report, Thank you from Congressman Tonko. Save the date for SALS Annual Meeting May 20, 2019. SALS Joint Automation Project Agreement. SALS Agenda for February Meeting. MACSC Congratulations on 2018 Community Partner Award.
- IV. Director's Report: January Library Stats, Upcoming programs for the month of March, Changes in Audit from Marie Stark, will be cost saving. Change to Spectrum for phone service, another cost saving. ADP Sexual Harassment Training will be provided through our Payroll Carrier of ADP. Annual Report submitted to SALS, motion made by Tom and seconded by Marilyn.
- V. Financial Reports: Warrant 14 for 10 Claims in the amount of \$12,081.83 motion made by Tom, seconded by Marilyn. Warrant 15 for 12 Claims in the amount of \$10254.59, motion made by Tom, seconded by Marilyn. We received the \$5,000.00 check from SALS for the Construction Challenge Grant. Received PILOT in the amount of \$363.26. Received refund from Travelers in the amount of \$37.00. Investment Policy and Adirondack Trust Company discussion tabled until March meeting, motion made by Tom and seconded by Marilyn.
- VI. Building and Grounds: Security Camera installation scheduled from February 19, 2019. The front doors have been replaced and are working great. Ellsworth Room is being cleaned up. Shelving moved from Ellsworth Room to Children's Area and DVD Area, Art Hebert pictures relocated into the Adult Program Room.
- VII. Personnel: NONE
- VIII. Old Business: Board Questionnaire – Tabled until March
- IX. New Business: Ellsworth Room Veteran Photos. Election will be held on April 24, 2019 from 12 – 8 PM. Sam is running for another 5 year term. Next Board meeting will be March 16, 2019 @ 9 AM
- X. Adjournment: Tom made a motion to adjourn at 10:09 AM seconded by Marilyn.