

## SARANAC LAKE FREE LIBRARY

### Board of Trustees Meeting

May 9, 2011

Present: Carol Edmonds, Gloria Drucker, Shirley Morgan, Peter Morrill, Adam Brayshaw, Diane Peterson, Anne Paulson; Library Director Betsy Whitefield; Secretary Marilyn Riotta. Excused: Betty Wadsworth and Peter Lukens. Absent: Donna Fulkerson.

President Anne Paulson called the meeting to order at 4:00 p.m. The agenda was approved on a motion by Shirley/Carol.

**Minutes** of the March 14, 2011 meeting were approved on motion by Peter M./Diane.

**Director's Report:** Betsy's report is on file. Circulation and patron visits are down a little. The volunteer reception was well received, and the staff's creative talents were a real hit with the guests. TABOB has started again, and the Library Lunch Series was well attended with interesting programs. Betsy is serving on the CEF automation committee to select a new vendor for our circulation system. The Horizon system currently in use is no longer being supported.

**Director's Financial Report:** Income and expenses are on track for the year. The maintenance budget is high because of snow removal. Betsy will also check to see if some other expense item was mistakenly added to the maintenance line. Report is on file.

**Buildings & Grounds Committee:** Electrician is coming to replace some lights. The front sidewalk needs to be replaced. Gloria will talk to contractors about design and cost. There is a possibility for a library construction grant, with 50/50 share, but the grant project(s) needs to be at least \$5,000. Betsy will check with Julie Weaver at CEF to see what the guidelines are.

**Property line** – library has received no answer to letter sent to Paul Herrmann.

**Finance Committee Report:** Carol presented the report which is on file. Accounts have continued to increase. Committee will meet soon with financial advisor.

**Audit** of library financial records was conducted by Carol Edmonds, Beth Benson, and Anne Paulson with the assistance of Betsy Whitefield. **Audit Report** is on file and was accepted on motion by Gloria/Diane.

**Membership:** Betsy reported that approximately 700 letters were mailed May 2, and in just a few days about \$2,500 has come in. Anne asked that the mailing committee be thanked for their work.

**Main Reading Room New Furniture:** Betsy reported that the committee (Betsy, Adam, Peter Lukens, Donna, and Anne) had received two estimates and are recommending that the contract be awarded to Casier Furniture for seven round tables and 33 chairs, and a sofa, loveseat and two small tables, at a cost of \$12,000. The furniture is all made in the USA and is good quality. The cost should be covered through grants, memorial donations and gifts already received. Motion was approved to accept the committee's recommendation and to approve the purchase. Carol/Diane.

**Web Site Review:** Anne proposed that a committee be formed to look at the library website. In the future libraries will require a digital presence. Our website needs to be updated and maintained, blog kept current and our facebook page used to get our message out. **Web Presence Committee:** Adam Brayshaw, Diane Peterson, Anne Paulson, Betsy Whitefield.

**Policy & Procedures Committee:** Gloria said they will meet soon to review Section 5.

**Next meeting:** July 11 if necessary. Otherwise: September 12.

Meeting adjourned at 5:01 p.m. on motion by Diane/Peter.

Marilyn Riotto  
Secretary to the Board