

**SARANAC LAKE FREE LIBRARY**  
**Board of Trustees Meeting**  
**November 14, 2011**

**Present:** Betty Wadsworth, Shirley Morgan, Peter Lukens, Peter Morrill, Donna Fulkerson, Carol Edmonds, Gloria Drucker, Adam Brayshaw, Diane Peterson, Anne Paulson

President Anne Paulson called the meeting to order at 4:02 PM. The agenda was approved on a motion by Carol/Betty.

**Minutes** of the September 12, 2011 meeting were accepted on a motion by Peter L./Carol. The minutes will be posted on the web site.

**Director's Report:** The circulation figures from the automation system were reviewed. Anne had talked with Betsey at the hospital on the phone recently. She said it was tiring to use the computer for email.

**Director's Financial Report:** Beth Benson, volunteering her time, had noticed a few possible concerns. Maintenance figure was high, but the door was repaired, which was expensive, and roof drains were cleared. Maintenance is always difficult to budget. The sidewalk repair might have been capitalized. Also, fund raising figures look low—it would be good to check last year's figures.

**Building and Grounds:** In addition to the door and roof drain work, the flowers were cleaned up. The sidewalk looks great.

**Finance Committee:** Carol had talked with our advisor, who is very nervous due to the situation in Europe and volatility and has not committed our funds to equities. He cannot be criticized for being cautious.

**Personnel:** It is time to think about staff raises. The committee of Gloria, Donna, and Betty will come up with a recommendation and run it by Carol to see what we can afford. A decision needs to be approved at the next meeting.

**Membership:** Still hoping for end of the year donations.

**Nominating Committee:** Carol and Betty will be leaving the board since their terms are up. Gloria, Carol, and Betty will meet, and may ask Betsey or Pat for suggestions on new board members, to be decided on at the next meeting.

**Policies and Procedures:** The Library Honor Roll, the display cases, and the author & musician sales policies were added to Section 5, Subsection 4, Library Operations. The revision was approved on a motion by Donna/Carol. Section 5, Subsection 6, Finance, was revised by Betsey, Carol and Gloria. The revision was approved on a motion by

Carol/Peter L. Gloria will send copies to the board and also put them on the board computer in the office.

**Old Business:** The blog is gone.

**New Business:** The 990 Form has been completed and will be submitted electronically tomorrow. Anne met with Pat about staffing issues soon after Betsey's departure. Coverage is an issue, with Helen and Marilyn gone, and only some people being trained in the automation system. The board approved closing the Library on the Friday after Thanksgiving on a motion by Diane/Donna. Also, staff vacation days can be extended into 2012, but must be used by the end of the first quarter, approved on a motion by Gloria/Betty. Anne met with the insurance company to go over the policy and will get a quote on increasing board coverage.

**Adirondack Room:** Jim Griebisch is raising money to put films on video. Ted Comstock is volunteering to help sort the large donation of material donated by Marge Lamy. Elizabeth Rogers is cataloging pamphlets. The summer book sale went well.

**Next Meeting:** Monday, December 12.

Meeting adjourned at 5:08 on a motion by Gloria/Betty.

Shirley Morgan, Acting Secretary