

Fair Haven Library Board of Trustee's Meeting

January 8, 2020

The annual meeting of Fair Haven Public Library's Board of Trustees was called to order at 5:00 PM by President Henry Spang. Trustee's present were Matt Osterhautd, Randy Lawrence, Joan Spang and Library Director Allen Tompkins. Trustee Jean Wilkinson was excused for travel. No public representatives were present.

Hank asked for a motion to adopt the agenda as presented. Matt corrected date of minutes of previous meeting to Oct 8. Randy motioned to adopt the agenda as corrected, Matt second, motion passed unanimously.

SECRETARY'S REPORT: Minutes of the Oct. 8, 2019 minutes were E-mailed to Trustee's Oct. 14, 2019. Joan made two corrections. In public comments there are 4 trees overhanging the Library's roof not 5 and in new business, Allen's salary is corrected from \$1300.00 to \$13,000.00 annually. No other additions or corrections – Randy motioned to accept the corrected minutes, Matt second, motion passed unanimously.

TREASURER'S REPORT: Jean E-mailed her report to Trustee's prior to meeting. All transactions and balances appear "normal" for this End of Year report. Joan motioned to accept the report, Randy second, motion passed unanimously.

DIRECTOR'S REPORT: Allen E-mailed his report prior to the Trustee's meeting and it is attached. Allen presented the Budget for 2020. He noted the receipt of funding from the school district and Town of Sterling. He noted receipt of funding from Cayuga Country will arrive in March and remains questionable from year to year. Funding from the Town of Sterling will not be available next year. He noted adjustments in some categories including the establishment of an investment in a Certificate of Deposit for emergency situations. Matt motioned to accept the budget as presented for 2020, Randy second, motion passed unanimously.

In addition to Allen's report, he noted that Polaris will have an update Feb 19. Nancy Reed will be attending a Summer Reading planning session at FLLS on March 20. Allen presented pictures he took of the trees overhanging the Library's roof – we are still waiting for a second estimate on the work.

Allen presented the application he completed applying for the 2020-2021 Outreach Mini Grant from FLLS. The Grant will support 3D Printing at the Fair Haven Library to enhance the use of STEAM (Science, Technology, Engineering, Art and Math). The total cost of equipment/technology is \$1,499.00, but with some In-Kind contributions from the Library we would accept an award of \$1,000. Allen shared forms to be used in this program including a Participant Survey, a User Request Form and a 3D Printer Usage and Guidelines Form. We will be requesting letters from community members in support of this project to include with the application. Hank asked for a motion allowing Allen to proceed with the Mini Grant Application, Randy so moved, Joan second, motion passed unanimously.

Allen shared a form he has developed to Survey the Community to help with future planning decisions.

Allen has received some forms from FLLS in preparation for filing our Annual Report but no dates are available when portals will open or Report will be due.

PRESIDENT'S REPORT: President's report was E-mailed to Trustee's and is attached. We will be updating several Policies and Procedures beginning with By-Laws, Long Term Plan, Mission Statement and developing a Safety Plan and a Whistle Blower Policy to comply with the New Minimum Standards for New York's Public and Association Libraries that will become effective January 1, 2021.

Hank and Dick Bills will be working on the Children's Little Free Library to be placed in Phillips Park. All materials and labor will be donated. Nancy Reed will add her art work to enhance this Little Library. Matt said he would continue to monitor and fill our two other Little Libraries located in the Village and would also monitor the Children's Library. Matt made a motion to continue supporting this project, Joan second, motion passed unanimously.

OLD BUSINESS: No old business.

NEW BUSINESS: Hank stated that Trustee's needing to renew their Oath of Office by 2021 for another 5-year term will be Matt and Hank.

Hank asked if the present Board Officers and willing to continue serving. Matt asked Randy if he would become Vice-President for him – Randy agreed. The Board of Trustee's Officers for 2020 will be:

President – Henry Spang

Vice- President – Randy Lawrence

Secretary – Joan Spang

Treasurer – Jean Wilkinson

Joan made a motion to accept slate of officers, Matt second, motion passed unanimously.

Our next regular meeting will be April 8 at 5:00 PM in the Library.

There will be a brief "special" meeting to approve the Annual Report due to FLLS – date to be announced.

Hank asked if there was any other business at this time – there was not.

Joan motioned to adjourn, Randy second, motion passed unanimously.

Meeting adjourned at 6:15 PM.

Respectfully Submitted,

Joan Spang