

**Stewart Lang Memorial Library**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**January 06, 2020**

**In Attendance:** Gayle James, Jim Dillon, Jerry Hunter, Monica Krupa, Anne Baldwin, Caryl Kinney, Kitty Hayes, Cathy Wood

**Absent:** Maryanne Adams

**Community members:** Pam Shane, Joan McCadden, Mary Begley

The meeting was called to order and the agenda adopted with a few changes in the order of business.

**Secretary's Report:** The minutes from the December meeting were reviewed.

Motion to accept: Jerry Hunter Second: Anne Baldwin. Approved.

**Treasurer's Report:** December 1 – December 31, 2019

Motion to accept: Jim Dillon, Second: Jerry Hunter. Approved.

**Director's Report:**

Motion to accept: Monica Krupa, Second: Kitty Hayes. Approved.

**COMMITTEE REPORTS:**

**Facilities Committee:** Jerry & Jim

New sink has been installed in downstairs restroom. Old sink support legs were rusted and weak, and the sink was not adequately supported by attachment to wall framing.

Reviewed Pap's Painting proposal to remove wallpaper border upstairs, painting and stairwell repair = \$1534. Motion to approve: Monica Krupa, Second: Jerry Hunter. Approved.

Pap's Painting proposal to remove interior window in upstairs front vestibule (\$575) was tabled for later consideration.

Repair or replacement of exterior door at back basement was tabled for later discussion.

**Old Business:**

Regarding Financial Policies, the petty cash policy needs to be revised. Best practice – each deposit should have its own slip. Gayle and Caryl to revise. Development of a Library Plan of Service and performance goals was deferred to a later meeting.

**New Business:**

Birgit LaTray was welcomed as a new board member. This term is three years ending 12/31/2022. Motion to accept: Kitty Hayes, Second: Caryl Kinney. Approved.

Trustee term renewals: Jim Dillon and Cathy Wood each agreed to serve an additional three year term, ending 12/31/2022. Approved.

Officers Elections: Approved for 2020: President – Jim Dillon, Vice President – Jerry Hunter, Treasurer – Caryl Kinney, Secretary – Cathy Wood. All approved.

There was discussion concerning the size and estimated cost of the proposed new library building. The building plans show an 8,000 sq. ft. building with a 4,000 sq. ft. basement at an estimated cost of more than one million dollars.

Discussion followed. Can our communities support the cost of such a building? What are our resources? Some ideas were our current investments, grants, loans, sale of current building. Would two stories be cheaper? Do we need 8000 sq ft of main floor space?

**The Board was polled** and agreed unanimously to reduce the square footage of the proposed new building to a more feasible size.

A resolution was suggested going forward we should open a separate bank account designated solely to the new building project. A discussion followed.

**A Board Resolution** was proposed to create a separate building project account at Community Bank, with Mary Begley and Caryl Kinney as signatories for that account. General discussion followed. Motion to accept: Jim Dillon, Second: Monica Krupa. Motion passed unanimously.

The Board approved transfer of the \$5000 CNYCF/CCF grant money into new building project account.

There was a discussion about transferring additional funds into the new project account, the need to obtain legal support to formalize arrangements with Cato village, and how we might plan fund raising. No actions taken at this time.

The Library Mission Statement and By-Laws were reviewed, no changes needed.

Floor plans for the existing building have been provided to the Fire Department. No further action needed.

#### **Public Comments:**

Comments were offered regarding the exterior basement door, suggesting that replacement rather than repair might be the best option as it might add value to the building. The poor condition of the parking lot and the Village's responsibility for the lot were discussed. No actions at this time.

Mary Begley volunteered to research the history and current status of our investment funds, preparatory to a decision to apply some of this money to the building project. The Board accepted Mary's offer.

**Motion to Adjourn:** Caryl Kinney , Second: Monica Krupa. Motion approved. Time 8:15

**Next Meeting:** Monday, February 05, 2020.

Cathy Wood