

AGENDA & MEETING MINUTES

Meeting Date:	March 13, 2023	Time of Meeting:	7:00PM
Prepared By:	Pauline M. Kurtz	Location:	Library Community Room
Purpose/ Outcome:	Monthly Board Meeting		

“Where minds can set sail”

1. Attendance

Role	Name	Minutes	Present (☑)
Director	Meghan Brauer		☑
Vice President	Pauline Kurtz		☑
Treasurer	Jim Madden		☑
Trustee	Kate Metro		☑
President	Kathy Neville		☑
Secretary	Kate Peck		
Trustee	Amy Seeley		
Trustee	Nancy Simmons		☑
	Guests		

2. Meeting Agenda

#	Topic	Motioned	Carried
1	Meeting called to order @ 7:05pm		
2	Approved minutes of the February meeting	Motioned - Nancy Second – Jim	Carried
3	Approved minutes of the Annual meeting	Motioned – Nancy Second – Jim	Carried
4	Treasurer's report – review of books by Jim, Meghan & Pauline continues – Accounting Line – “QuickBooks Vairance” added until review and remediation completed		
5	Continue to look for a firm to provide an affordable audit option – Pauline to inquiry at Frank Cornell Associates – Lockport NY – May/June timeframe the audit		



6	Annual Report submitted to NIOGA		
8	Kate M to follow up with Myers Account regarding the 2022 tax return – due on or before May 15		
9	Bills paid as presented		
10	Check from the town recieved		
11	No correspondence		
12	Director’s Report – Circulation up over last year, Seniors and other groups meeting again and using Community Room – see report for additional details		
13	Ramp Remediation Pending		
14	Tabled fee increases for faxing and copy services		
15	Programming chair Nancy Simmons recommending all programming requests be reviewed by her to ensure better scheduling & use of resources – Presented ideas for monthly programming calendar		
16	Discussed need for security policy and options for intervention – Sheriff’s Dept., School Resource Officer, other		
17	Executive session called to discuss staff raises – all were approved	Motioned - Nancy Second – Kate M	Carried
18	Meeting Adjourned @ 8:30pm		

3. Key Meeting Decisions & Notes

1. Open Action Items

Action	Assigned to	Due Date
<ul style="list-style-type: none"> Community Fund annual dispersement 	All	
<ul style="list-style-type: none"> Staff and patron security – written policy, options for support 	All	
<ul style="list-style-type: none"> Review, update current policies for consistency, maintain same/similar formatting – create new for areas found lacking 	Meghan & all	Year End
<ul style="list-style-type: none"> Review update by-laws of the board 	All	



2. Topics for Next Meeting – April 10, 2023

#	Agenda Topics	Facilitator	Time
1	Approve minutes from previous meeting		
2	Treasurer's Report		
3	Correspondence		
4	Director's Report		
5	Old Business		
6	New Business		

3. Core Distribution List for Agenda/Minutes

To:

- M. Brauer
- P. Kurtz
- J. Madden
- K. Metro
- K. Neville
- K. Peck
- A. Seeley
- N. Simmons

