

AGENDA & MEETING MINUTES

Meeting Date:	September 9, 2019	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 (<input type="checkbox"/>)
Trustee	Jim Madden		<input type="checkbox"/>
Financial Chair	Marge Clark		<input type="checkbox"/>
Vice President	Bob Kane		<input type="checkbox"/>
Trustee	Pauline Kurtz	<input type="checkbox"/>	<input type="checkbox"/>
Director	Melissa Langridge		<input type="checkbox"/>
President	Diane Muscoreil		<input type="checkbox"/>
Trustee	Kathy Neville		<input type="checkbox"/>
Secretary	Kate Peck		<input type="checkbox"/>
Guests			

2. Meeting Agenda

#	Topic	Motioned	Carried
1	Meeting called to order by Diane @ 7:01PM		
2	Minutes of the June meeting reviewed and approved	Jim - Motioned Kathy – 2nd	Approved
3	Correspondence – WNYLRC Awards Ceremony Invitation – 9/25 3 – 7 PM Melissa to receive award. Tina & Emma Seager will attend. Jim will check his schedule		
4	Treasurer’s Report – Accounts balanced as of 9/9/2019 see detailed report & bank statement provided		



5	Bills – NIOGA September - \$647.33 / approved to pay as presented	Jim – Motioned Kathy – 2nd	Approved
6	Director’s Report – Summer Reading Program 71 participants, Dolly Parton Reading Program 75 children enrolled. Periodical, Adult Non-fiction, YA Print circulation up, New Patrons registered 23, Community member, Matt Durkee, has offered to donate security cameras for the new second floor. – See report for additional details		
7	Friends Meeting 9/12/2019		
8	Funding – Grant approved \$231,000 for second floor renovation – October start date. Capitol improvements – windows, columns on schedule for completion in September.		
9	Mike Seeley has volunteered to manage upcoming 2 nd floor renovation project. Currently looking at possible asbestos issues. Capacity and code issues being reviewed.		
10	Niagara County Funding \$6,609 received. Bullet Grants not likely to be available this year.		
11	Grant application in process for State Construction Funds – funding to be used for 1 st floor improvements/make-over. To be submitted by the end of September. Gathering estimates for paint & painting, electrical, dry-wall, flooring, shelving, etc.		
12	Assurances Public Library Construction Grant signed off by Diane Muscoreil as President of the Wilson Community Library Board 9/9/2019	Pauline – Motioned Kate – 2 nd	Approved
13	E*trade Brokerage Account – No fees, Money Market 2.4% rate. Paperwork completed. Jim to monitor.		
14	Vesta Board in Production		
15	Need to secure items of value such as the Walt Whitman letter – SDB at bank or fire proof safe as part of renovation		
16	Melissa has recommended the board begin crafting an exit strategy/continuity plan as she intends to step down in May 2020.		
17	Meeting Adjourned @ 8:09 PM	Bob – Motioned Kate – 2nd	Approved

3. Key Meeting Decisions & Notes

1. Open Action Items		
Action	Assigned to	Due Date
<ul style="list-style-type: none"> Finalization of Construction Grant 	Marge / Melissa	September Month End
<ul style="list-style-type: none"> Exit Strategy / Continuity Plan 	All	



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2. Topics for Next Meeting – October 14, 2019 7 PM

#	Agenda Topic	Facilitator	Time
1	Review minutes		
2	Correspondence		
3	Director's Report		
4	Renovation Updates		
5	Items from the Floor		

3. Core Distribution List for Agenda/Minutes

- To:**
M. Clark
B. Kane
P. Kurtz
M. Langridge
J. Madden
D. Muscoreil
K. Neville
K. Peck

