PENN YAN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
MINUTES - MEETING OF 9/20/18

Present: Peter Gamba, Kevin McLeod, Kristen Flynn-Comstock, Rich Stewart, Deb Connelly, Diane Krans, & Marty (Martha) Roberts.


Staff: Angela Gonzalez, Director.

The meeting was called to order at about 6:30 p.m. by Chair Peter Gamba.

Public Comment: No members of the public in attendance.

1. Adoption of Agenda. Deb Connelly moved to adopt the agenda. The motion was seconded by Kristen Flynn-Comstock. The motion passed unanimously.

2. Acceptance of Minutes of the July 2018 meeting. Deb Connelly moved to accept the minutes of the July 2018 meeting. The motion was seconded by Kristen Flynn-Comstock. The motion passed with Diane Krans abstaining.

3. Acceptance of Minutes of the August 2018 meeting. Action deferred to next meeting.

4. Financial Review. Deb Connelly moved to pay the bills for August 2018. The motion was seconded by Diane Krans. The motion passed unanimously.

5. Library Director’s Report. See attached report.

6. Standing Committee Reports:
   A. Finance Committee. No report.
   C. Building Committee. No report.
   D. Nominating Committee. No report.
   E. Personnel Committee. No report.
   F. Ad Hoc Strategic Planning Committee. The Committee is in the process of surveying the community regarding their needs and wants and will be meeting in October 2018.
   G. Ad Hoc Health Insurance Committee. Meeting to be scheduled once we receive price information.

7. Old Business:
   A. Going Fine Free: Discussion. No action taken. Further discussion will take place at a later date.
   B. Reciprocal Borrowing Agreement. Diane Krans moved that the Penn Yan Public Library participate in the Director’s Advisory Council’s Reciprocal Borrowing Partnership. The motion was seconded by Deb Connelly. The motion passed unanimously.

8. New Business:
   A. 4lj Service Credit for Unused Sick Time for Tier 4 Employees: Discussion. No action taken. Further discussion will take place at a later date.
B. Oath of Office best practices - Appointments of Amy Loveland as Library District Clerk and Wendy Bailey as Library Treasurer. Discussion. No action taken. Further discussion will take place at a later date.

C. Check Signing Procedures: To the extent possible, the designated check signers, not the Library Director, will be signing all checks.

D. Procedure for paying the credit card monthly bill. The Library Director will ask Community Bank if the PYPL can pay its monthly credit card bill at the bank in lieu of mailing the payment. Depending on their response, further discussion may need to take place.

E. Prepayment of 2018-2019 Utilities: Rich Stewart moved that the PYPL resolve to pre-pay recurring claims such as utilities, personal costs such as worker’s compensation and building insurance. The motion was seconded by Deb Connelly and it passed unanimously.

8 Adjourn. Marty Roberts moved that we adjourn. Deb Connelly seconded the motion and it passed unanimously.

Respectfully submitted,

Marty Roberts
library minutes Sept. 2018