

CORFU FREE LIBRARY BOARD OF TRUSTEES MEETING December 18, 2017

Attendance: Tara Fix, Julie Hengenius, Angela Knisley, Tony Kutter, Kristie Miller, Margaret Stevens

Others: Diana Reding

Agenda

1. **Call to Order and roll call of members; Pledge of Allegiance:** The meeting began at 6:33 PM
2. **Adoption of Agenda:** Julie made a motion to accept the agenda; seconded by Angie and passed with all in favor.
3. **Approval of Minutes** for November 20, 2017 meeting: Julie made a motion to accept the minutes, seconded by Margaret and passed with all in favor.
4. **Period of public expression:** No one from the public attended.
5. **Correspondence:** None received
6. **Treasurer/Financial Officer's Report:** There is no current report. Theresa Kennedy will be the Treasurer as of January 2018. The Board thanked Andrea for her volunteer service as Treasurer. The Budget Committee will work on the 2018 budget. The committee will need Quick Book information and recent monthly reports from Andrea in order to work on 2017 taxes. Kristie will work with M&T Bank regarding the changing of signatures for those now responsible for signing the Library's checks. Julie reviewed information from the Library Trustee Manual concerning limits on the amount of reserve money that can be kept.
7. **Director's Report:** provided under separate cover
Diana reviewed her report.
8. **Committee Reports:** There were no reports.
9. **Old Business:**
 - a) **Policy:** The Policy Committee will work to review the policies we have in place and proceed to develop a new plan that will meet rechartering needs. Tara, Julie and Kristie are on this committee.
 - b) **Rechartering Update:** Kristie outlined actions that will need to take place once the Library receives Provisional Charter status.
10. **New Business:**
 - a) **Budget Subcommittee:** Member are Tara Fix, Angela Knisley and Julie Hengenius
 - b) **Personnel Committee:** Members are Tara Fix, Tony Kutter and Margaret Stevens.
11. **Dates for future meetings:** Meetings are held on the third Monday of each month except when that date falls on a National holiday; in this case, the meeting will move to the fourth Monday of the month. The next two meetings are January 22 and February 26, 2018.
12. **Other Business:**
 - a) The Pembroke School District Plans now allows the schools' space to be used as a community resource for selected programs.

b) The Board discussed difficulties the library had with snow removal in the past few weeks. Other maintenance needs were discussed

Motion: Kristie made a motion for Diana to explore possibilities for outside assistance with selected maintenance tasks. This was seconded by Angie and the motion passed with all in favor.

13. Adjournment: The meeting adjourned at 8:07 PM with a motion by Tony; seconded by Julie and passed with all in favor.

Respectfully Submitted,

Angela Knisley, Secretary