

THE FIELD LIBRARY
REGULAR MEETING OF THE BOARD
THURSDAY, DECEMBER 8, 2016

Present: Board Members -Cathy Johansen; Sandra Smith; Melinda Cosentino; Tony Olivieri; Victoria Kravitz;
Director Jennifer Brown

I. Meeting called to order at 7:05pm by President Sandy Smith.

1. Adoption of Minutes:

- a. Motion by S. Smith to adopt June, 2016 minutes; seconded by M. Cosentino
- b. Motion by S. Smith to adopt July, 2016 minutes; seconded by M. Cosentino
- c. Motion by S. Smith to adopt August 25th, 2016 minutes with corrections/spelling; seconded by M. Cosentino
- d. Motion by S. Smith to adopt August 30th, 2016 minutes with corrections & line numbering; seconded by M. Cosentino
- e. Motion by S. Smith to adopt September, 2016 minutes with corrections; seconded by M. Cosentino
- f. Motion by S. Smith to adopt October, 2016 minutes with correction on line item 6 (gmail "domain" not address); seconded by M. Cosentino
- g. Motion by S. Smith to adopt November, 2016 minutes with corrections noted; seconded by M. Cosentino

2. Reports

- a. Director ' Report: Discussion about the new payroll system acquired through Paychex. Paychex offers additional services such as HR, retirement plans and employee handbooks at competitive prices. Services are set to begin January 1, 2017.
- b. Financial & Statistical Reports: Ongoing research into past financial reports to ensure bookkeeping is in order. The audit is going back to 2013/2014. Board requests the director to insist on a report from auditor and file appropriate tax forms for 2016. Deadline is January 30, 2017. Forms can be amended later if necessary. Several new policies are being put in place for future expenditures. Profit & Loss Budget Performance discussed as a course of business.
- c. WLS Report tabled –representative Norm Jacknis unavailable

3. Election of Officers:

Discussion on clarification of the number of trustees allowed on the board. The Field Library currently has 8. It was found that at some point we were granted 9-13 by the state. The quorum was never changed from an original number of 3 trustees present. T. Olivieri motioned to accept as new board members the following persons/ C. Johansen & S. Smith seconded/unanimously accepted. All possible trustees to provide resumes by next mtg:

- David Hallerman
- Mary Foster

It was brought to board's attention that S. Smith "took over" for then President T. Olivieri in 2016. M. Cosentino motioned/V. Kravitz seconded to keep the current officers in place until the By-Laws that are being revised by the ad hoc committee (M. Cosentino, N. Jacknis, and V. Kravitz) is revised and adopted with the addition of new member

4. Motion to elect M. Foster as treasurer by S. Smith, seconded by C. Johanson. Motion passed unanimously.

5. 2017 Budget Discussion of new guidelines for Salary & Wages report and moving or downgrading saturated positions so as not to add new positions for coverage. 2017 budget reflects NYS minimum wage increase. Discussion continued with concerns brought up regarding keeping an eye on 5-year budget plan, cross-training employees, and review of specific job descriptions. T. Olivieri motioned that we should set a timetable as stated below/ S. Smith and V. Kravitz seconded the motion. Unanimously accepted.

-March -distribute new employee handbooks

-June - job descriptions finalized and introduced
-September annual review

6. V. Kravitz offered to share with J. Brown well-vetted nonprofit job description and annual review documents before the next meeting.
7. S. Smith motioned to accept the 3027 budget with the salaries quoted. M. Conentino seconded and the budget was passed unanimously.
8. 2017 Holidays: V. Kravitz motioned to accept 2017 Holiday schedule with the Friday after Thanksgiving tabled for further review of library usage. T. Olivieri seconded. Motion passed unanimously.
9. 2016 Holiday Bonuses: S. Smith motioned to accept the 2016 Staff Bonus schedule amended to reflect the director's receipt of a bonus commensurate with other fulltime employees -approximately \$100. T. Olivieri seconded. Motion passed unanimously.
10. New Business: Discussion on board meeting dates. Problem for some on the first Thursday of the month. WLS reports come out on the 5th and creates problems with getting information out in a timely manner before meeting. Discussion tabled for future meeting.
11. Discussion of "Love Your Librarian for February 14" to introduce new Director to the community
12. Adjournment: D. Hallerman motioned to adjourn at 8:55pm. S. Smith seconded. Meeting adjourned by unanimous decision.

Submitted by Vice President Cathy Johansen.

