

**MINUTES
PITTSFORD COMMUNITY LIBRARY
BOARD OF TRUSTEES
AUGUST 9, 2017**

PRESENT

John Stewart, Danielle Kress, Ken Knight, Tracy Castleberry, Paul Seidel, Michael Labombarda

ALSO PRESENT

Pam Burch, Rhonda Rossman

ABSTRACTS SIGNED

\$ 12,596.85

Michael Labombarda called the meeting to order at 7:02 PM.

MINUTES

- **Ken Knight moved to approve the July 12, 2017 meeting minutes. Tracy Castleberry seconded the motion which carried.**

FRIENDS LIAISON REPORT

- Hall sales continue at a brisk pace this summer.
- The next book sale is coming up Friday through Sunday September 8th, 9th, and 10th with a mini-book sale in the Fisher meeting room. There will be a special collection of military history materials.
- On the same weekend the Friends will be participating in the 42nd Annual Rochester Antiquarian Book Fair.
- The fall book sale is coming up in October.

GOOD AND WELFARE

- Michael Labombarda expressed appreciation to Ken Knight for his tenure as library board trustee.
- Ken thanked the board and talked about some of the highlights of his trusteeship.
 - 1) His participation in workshops about the future of libraries, particularly discussions about digital materials and technology
 - 2) Customer service surveys
 - 3) Surveillance systems
 - 4) New director selection and process

DIRECTOR'S REPORT

- Rhonda Rossman asked the board to assign a new delegate for hiring.
- HOOPLA started off strong with digital checkouts last month at 279.
- The new people counter is not registering properly. Rhonda is working on this using visual tracking.
- The Monroe County Library System Letter of Agreement for 2018 – 2020 was discussed.
- **Danielle Kress motioned to designate Michael Labombarda as the authorized trustee signature for the Monroe County Library System Letter of Agreement for 2018 – 2020. Paul Seidel seconded the motion which was approved.**

NEW BUSINESS

- Rhonda Rossman presented the 2017 Town of Pittsford Budget review.
- The Volunteer Luncheon Committee was formed. Danielle Kress will chair the event, Paul Seidel volunteered to do the invitations, and John Stewart offered to pick up the food. Rhonda will look into speakers for the event.
- Dates for the Volunteer Luncheon were discussed. November 7th, 8th, 14th, and 15th are under consideration.

ONGOING BUSINESS

- Bylaw revisions:

ARTICLE IV – OFFICERS

Section 9. Financial Officer

The Financial Officer shall be responsible for assuring the proper accounting procedures and controls are followed including obtaining the Trustee approval for invoice payment.

The Town of Pittsford Director of Finance shall be responsible for the Library Fund balance, operational cash receipts, disbursement of approved Library invoices, and monthly reporting of income and spending performance compared to the Library operating budget.

ARTICLE VI – CONTRACTS, CHECKS, DRAFTS, AND ACCOUNTS

Section 3. Withdrawals from Foundation Gift Allocation

The Director, or in the director’s absence the Assistant Director, is authorized to write checks up to \$ 50.00 and obtain *after the fact Trustee approval*. Larger amounts require Trustee approval.

Section 4. Audit of Accounts

In the event that the Trustees maintain an account of funds, an audit will be performed annually independent of the Board’s Financial Officer.

Section 5. Deleted

Danielle Kress moved that the Bylaws be changed as written; Ken Knight seconded the motion which passed.

- Paul Seidel completed the Final Report and Audit of the Trustee and Florence King Accounts.

There being no objections, Michael Labombarda called for adjournment at 8:18 pm.

Respectfully submitted,
Lori O’Connor
Library Clerk

OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY