

Final Minutes
Cherry Valley Memorial Library Board of Trustees Meeting
January 28, 2015

Trustees: Janet Dudley, Laura Horvath, Darrin Lyons, Stacey Michael, Pam Plymell
Staff: Claire Ottman
Absent: Kathleen Taylor, Chris Barown

Darrin Lyons noted the presence of a quorum and called the meeting to order at 7:07pm.

Secretary's Report:

The secretary's report from the last meeting were read. Pam moved to accept the minutes. Janet seconded the motion. It was passed by unanimous vote.

Treasurer's Report:

Pam reviewed the treasurer's report. Donations are down. Approximately 500 letters were sent before Christmas holiday. Letters returned approximately \$2,255 in 2014 and another \$1,200 in 2015. Need to target the letters earlier in the year for maximum benefit. Try to target letters in August of 2015. Also need to draft a more formal donation request letter for Scriven.

Pam reported that withdrawing the fixed amount of cash from Community Bank is working well for cash flow. And will not need to request extra cash this quarter.

Payroll: Claire moves to Medicare in August. Supplementals will continue through January and February. Melinda Supp will receive a wage increase of \$.75 due to the increase in minimum wage. Claire will also receive a raise of \$.75 per hour. Health insurance costs should decrease.

Pam will request the \$750 donation from Cherry Valley Springfield Central School and we are expecting the donation from the Town of Cherry Valley.

Janet moved to accept the treasurer's report. Stacey seconded the motion. Report was accepted by unanimous vote.

Old Business:

The Library is set up to receive a percentage from purchases from Amazon Smile. Amazon is to pay 45 days after the close of a quarter. The Library will need to check into the rules on advertising the Smile membership.

New Business:

Raise for Claire: Darrin moved to increase Claire's pay (from \$13.75 to \$14.50) retroactively to January 1, 2015. Stacey seconded the motion. Passed by unanimous vote.

Claire received email from the New York State Comptroller: Need to complete a form regarding money raised via a community tax levy. The questions were not relevant to The Library. Claire called the office of the Comptroller and they did not know why The Library was on the list to receive this form. Pam also called and was told the Library was not on the list of organizations that needed to complete this form. The Library did not file the form.

Plaques: Darrin will check locally for vendors to supply plaques for the benches.

Board member officers will remain the same:

Darrin Lyons: President

Janet Dudley: Vice President

Laura Horvath: Secretary

Pam Plymell: Treasurer

We will try to recruit some new Board members for The Library this year.

Building Addition:

Grant is due March 2nd. For \$5,000 through \$15,000

Need: project budget, organization history, annual revenue, annual expenses, sustainability plan.
Stacey will call Susan Snell.

Laura moved that we adjourn the meeting at 8:02pm. Pam seconded the motion and it passed by unanimous vote.