

June 19, 2013 Minutes Pember Library and Museum Board of Trustees Meeting

Attending Trustees: P. Cavanaugh, S. Keene, M. Klam, R. McGuire, K. O'Grady, M. Torres, B. Young, G. Zeitler

Advisory Committee: P. Elsholz

Staff: P. Wesner, A. Bresett

Others: G. Henry

The meeting was called to order at 6:03 p.m. in the main reading room of the library.

Sara Dallas of SAL was expected but since she was running late we proceeded with the agenda. As newly appointed members of the board of trustees, Mario Torres and Kaela O'Grady were attending for the first time, we went around the table to introduce ourselves.

The minutes of the May meeting were reviewed and amended in the following manner: 1.) The fees for attorney Schofield and consultant Libby Post were added to the budget in a separate budget line. Pat Wesner explained that she has been in communication with Senator Betty Little's office, who are very enthusiastic about our pursuing the school district designation and that they would help us to find grant money to pay for both the attorney and the campaign consultant; 2.) The change in the annual dinner date from the June date to the September 20, 20131 was noted.

Approval of the corrected budget (see attached budget) with amendment was moved by Rob McGuire and seconded by Bo Young. The motion carried unanimously.

Approval of the bills presented (see attached report) was moved by Gigi Zeitler and seconded by Phyllis Cavanaugh. The motion was approved unanimously.

President Klam officially welcomed Mario Torres and Kaela O'Grady to the Board of Trustees. Both are residents of the Village of Granville.

Director's Report was delivered by Pat Wesner. Letters to Hampton Supervisor and the FOIL response G. Henry were entered in the record. [letters attached] Librarian's report was given by Ardyce Bresett (attached)

President Klam delivered a summation of the NY State Comptroller's auditor's report. She and Executive Pat Wesner met with the auditors earlier in the day. Marcia reported that they auditors were extremely enthusiastic in their respect for the Pember and that they found nothing out of the ordinary in our management. They were pleased that we had taken their suggestions in the past and implemented these changes. They were very pleased that we retained an outside accounting firm. They made suggestions for modest updates and changes that could make management simpler, i.e. review of the by-laws and the development of an investment policy. Marcia directed that a committee be formed for these purposes.

The auditors reported that due to the public nature of the questions about Pember finances and professional relationships that they took extra time to review our Capital Plans and finances. They reported their finding that that there was no conflict of interest in the continuing professional relationship between the Pember Library & Museum and Keefe and Wesner

Architects P.C. whatsoever. The history of the Pember's relationship and contracts with Keefe and Wesner was reviewed for the new trustees.

The final finding of the audit is that the Pember Library & Museum was given the best possible rating and a clean bill of financial and management health. The official, written report from the Comptroller's office will be available in about six months.

Sara Dallas, from SALS, congratulated the Pember on the successful audit and reminded that NYS was auditing many libraries around the state as a matter of standing policy. Mario Torres asked if there was any connection between the recent newspaper stories about the Pember and the unfounded allegations made in print and the state's decision to audit the Pember. Ms. Dallas suggested that she had never seen the state move quickly on anything and that the audit and review had probably been in the works as a matter of course. She emphasized the importance of the N.Y. State Comptroller's audit in establishing the public trust.

Ms. Dallas reviewed the services SALS provides to libraries and emphasized that libraries "are our boss" and that they are there to serve us. She emphasized that SALS was there to offer help with policies and campaigns and to augment the staff of the Pember Library.

She reported on the plan of services that is reviewed every five years that is currently underway. The survey evaluates overall satisfaction, usage and value provided to libraries as assessed by libraries. She reviewed delivery policy, the use of the Polaris system, and the support provided by the Joint Automation (JA) services (for which a fee is paid to SALS). JA provides five IT staff for use by libraries. She announced that they will be upgrading routers to commercial grade routers that will improve bandwidth. Their use will also enable us to measure usage and she emphasized that privacy is a primary concern and taken very seriously. She reminded members that the satisfaction survey was due the end of June and asked that even if we are unfamiliar with various services to take a look at the survey she sent out. Ardyce Bresett was asked to resend it to anyone who had missed it.

She reminded everyone about the forum available to trustees via www.NYLTO.org. And she concluded by announcing that \$386K was available to be divided among 34 libraries for construction grants. Minimum grant is \$5,000 with a 25/75 (library/state) match. All projects much we started within 90 days after notification of award and must be completed in three years. She commented the most recent round of these grants hadn't actually received notification as of yet so there was plenty of time for projects to be planned.

Election of officers:

Board Secretary: Bo nominated Gigi Zeitler; Marcia seconded.

Vice President: Marcia nominated Phyllis Cavanaugh; Bo seconded.

President: Bo nominated Marcia Klam; Phyllis seconded

All offices were unanimously approved. No nomination for Treasurer was offered pending question about whether an ad hoc Treasurer position can be filled by a non-Trustee (specifically Paul Elsholz)

Old Business: Trustees were reminded that assistance at First Fridays is not optional and that as trustees we are the hosts of the event, not guests.

The changed date of the annual dinner at Lake St. Catherine from June to September to accommodate the recent busy schedule with various matters including the audit.

Mr. Henry had a question about insurance payments. A line item under the account designation #6020 for this was inadvertently left out of the financial report and will be added.

A movement to adjourn was made by Gigi Zeitler and seconded by Rob McGuire. The meeting was adjourned by assent at 7:12 p.m.