

Philmont Public Library
101 Main Street
Philmont, NY 12565

October 3, 2018

The regular October meeting of the Philmont Public Library Board of Trustees was called to order at 7:08 PM by Vice-President Dave Bolevice. Also present were Secretary Faith Benson, Treasurer Jason Kenny, Daniel Starr, and Director Tobi Farley.

A MOTION to accept the September 2018 minutes was made by Starr, seconded by Kenny, and unanimously approved.

Correspondence was presented by Benson and discussed. Noted was the fact that the process of effecting the unanimously approved change in the Library's Charter is progressing at the State level.

The Treasurer's Report was presented by Kenny. The Library's Operating Fund currently totals \$45,304.74. The Petty Cash balance is \$42.79. Discussion included:

- 1) The fact that the Library's expenditures are on target for this point in the fiscal year
- 2) Regular fees paid to MHLS for inter-library loan, deliveries, computer systems, etc.
- 3) Fire alarm and air conditioning unit inspection
- 4) Museum passes

The Director's Report was presented by Farley. Topics discussed included:

- 1) Installation of two separate drop boxes provided by the Friends of Philmont Public Library: one for the return of books and one for the return of audio-visual media materials
- 2) An incident involving children's use of a bb gun in the pavilion, for which the police were summoned
- 3) Results of the Summer Reading Challenge between children and adults, with kids winning 3 to 1 over adults
- 4) Story hour every Thursday at 10:00 AM, which now includes activities for children under three as well as stories and crafts for older preschool children
- 5) Children completing the challenge of reading 1000 books before kindergarten
- 6) Meditation classes at 6:00 PM on Mondays
- 7) Summer 2019 Community Read projects, the topic of which will be "Space", commemorating the fiftieth anniversary of the moon landing
- 8) A staff meeting to review duties, procedures, policies, and training sessions

Old Business:

- 1) The Memorandum of Understanding between the Library Board and the Friends of Philmont Public Library
- 2) The possibility of having an art coordinator/curator for Cultural Center exhibits
- 3) Plans for a Building and Grounds Committee
- 4) Acceptance of new and revised policies:
 - a. MOTIONS were made by Bolevice, seconded by Starr, and unanimously approved that the Board accept the American Library Association's *Bill of Rights, Freedom to Read, and Freedom to View* policies.
 - b. A MOTION was made by Starr, seconded by Bolevice, and unanimously approved that the Board accept the Personnel policies (the Director policy, the Board of Trustees policy, the Staff policy, and the Volunteers policy) as presented and discussed during this meeting.
 - c. A MOTION was made by Benson, seconded by Starr, and unanimously approved that the Board accept the Patron Confidentiality policy as presented and discussed during this meeting.
 - d. A MOTION was made by Bolevice, seconded by Benson, and unanimously approved that the Board accept the Law Enforcement Inquiry policy as presented and discussed during this meeting.
 - e. A MOTION was made by Bolevice, seconded by Starr, and unanimously approved that the Board accept the Violence and Threats policy as presented and discussed during this meeting.
 - f. A MOTION was made by Bolevice, seconded by Starr, and unanimously approved that the Board accept the Sexual Harassment policy as presented and discussed during this meeting.

New Business:

- 1) Timeliness of responses to intra-Board emails
- 2) A Library staff position needed
- 3) Safety concern over staff's working in the Library alone

A MOTION to adjourn was made by Bolevice, seconded by Starr, and unanimously approved at 8:49 PM.

The next Library Board meeting will be held at 7:00 on Wednesday, November 7, 2018.

Respectfully submitted,

Faith Benson, Secretary