

**Maud Preston Palenske Memorial Library**  
**Meeting of the Board of Trustees**  
**November 22, 2016**

It was moved by Elwell and seconded by Kodis to appoint Engeln, Treasurer as Board Presiding Officer for the November 22, 2016 meeting.

Treasurer, William Engeln, called the meeting to order at 6:03 pm. Other board members present were Mimi Elwell, Diana Flora, James Kodis, Stephanie Mack, William (Rick) Ast, , Liz Darato (phone) and Stephanie Masin.

**Also Present:** Amy Cook from Abonmarche, Administrative Assistant Marsha Ammeson and Assistant Director Paula Stakley.

**Absent:** Robyn Neumann, Ren Baldwin

**Announcements:** Abonmarche consultant, Amy Cook discussed overview of the updated Facility Assessment. When the weather gets warmer the Board will address the inside/outside hand rails and lighting as noted in the Facility Assessment.

**Public Comment:** None

**Friends of the Library:** None

**Minutes:** It was moved by Elwell, seconded by Ast to approve the minutes of the, October 25, 2016 board meeting, with corrections: Financial Report -Masin noted that she had reported the library had 3 more years on Otis Elevator contract , not that she had to check on it again.

Board Comments - Darato stated that she used the term positive comments not private comments. Motion carried.

Old Business – Typing error catoalog correction should be catalog.

**Treasurer's Report:** Board members reviewed the bills for October 25, 2106. It was moved by Engeln seconded by Kodis to approve paying the bills for October 2016. Motion carried. Engeln gave an overview of the auditor's report. The Endowment Fund was discussed again. Engeln noted that the principal from the Endowment Fund is restricted not expendable. The Board requested that we see if the auditors can attend a Library Board Meeting after next year's audit.

**Financial Report:** Masin reported the expenditures are on target for this year, exceptions were misc. reimbursements expenses and rent/leases. Rent/leases were higher now due to paying for our copiers once a year vs. monthly.

**Statistical Report:** Stats remain steady. On Overdrive our patrons continue to be the highest users, so we may need to consider increasing our downloadable expenditures in the new fiscal year

**Director's Report:** Masin reported that Annual Appeal donations are coming in. The Library will be hosting the January Series again this year.

**Old Business:** It was moved by Elwell and seconded by Mack to approve the Red Arrow Shared Catalog 5 year contract pricing as amended. Motion carried. I was moved by Kodis and seconded by Elwell to approve S.A. Morton to install new alley door, with the provision that the door would include the alarmed panic bar. Motion carried. Masin reported that the Herald Pallidum subscription is \$311.per year/includes in-house log in.

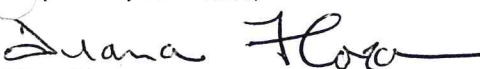
**New Business:** None

**Board Comments:** None

**Fundraising:** None

**Adjournment:** It was moved by Kodis, seconded by Elwell to adjourn the meeting at 8:26 pm. Motion carried.

Respectfully submitted,

  
Diana Flora

Board Member