

**COMMUNITY FREE LIBRARY
MINUTES
December 16, 2008**

Attendance: Ann Hazen, Mary Harrington, Debbie Renner, Jamie Jedamski, Wilson Soto, Barb Kern, Nancy Walker, Gretchen Beaver, Sandy Shaw, Ann Dellaquila.

Kudos to everyone for a very nice holiday gathering!!!

Call to order: President Ann Hazen called the meeting to order at 6:50 p.m.

Secretary's report: Nancy moves to accept the minutes as written, Barb seconds. So moved.

Treasurer's report: Mary moves to accept the report for filing, Barb seconds. So moved. Transactions: Debbie moves to accept transactions, Mary seconds. So moved.

Director's report: Sandy informs the trustees that she will be leaving for vacation Dec. 24 and returning Dec. 29. Asks trustees to check in during this time to see that things are running smoothly.

Barb asks Sandy how she likes the new circulation system. Sandy says it will take some getting use to. She has a staff meeting planned on Dec. 23 so that the staff can "play" with the new system. Rita and Sandy have been trained so far.

Sandy informs the trustees that she hopes to hear on the NYS grant within three weeks.

Ann questions payment on construction. This will be discussed later in the meeting.

The fire alarm system is being addressed by Fred Harrington. Wilson offers to help with this if Fred desires. He has had some experience with these.

Nancy moves to pay Tower Construction \$16,800 for completed construction, Debbie seconds. The balance to finish is \$39,000.

Committee reports:

Ad hoc—Wilson reports that the committee is working on a draft for the job description for clerks. Sandy informs that Krista Richards has been hired as a clerk. She has received 12 applications for the other vacant position.

Construction: Sandy and Fred will be compiling a wish list.

DOT road signs—no word has been received on that as yet. Wilson will call on this.

New Business:

Grand opening for new addition—date for opening is 1/24/09. Discussion on what time on that day. It was decided that Sandy will call the legislators' offices to ascertain when they may be able to attend on that day. If there is no answer from them, the time will be set as 1-3 p.m.

Sandy will advertise event in local papers. Discussion on what type of display should be used for donor names. Several trustees felt brass plates on an open book frame would

be nice. Ann H. will contact Tony Barry as to whether he could create an open book frame for this. She also plans to contact a jazz band about playing at the event. Trustees feel that cookies and punch would make for a nice reception. Possible other suggestions were veggies and dip, cheese and crackers.

Jamie moves to give a donation to Sam DeFillips of \$25.00 for paint supplies for the shelves, Mary seconds. So moved.

Barb offers to make a sign for the big window inviting the community to attend event. Ann D. will take care of mailing invitations to the donors, staff and volunteers. These will be mailed after Jan. 1.

Several suggestions for the event:

1. theme baskets provided by trustees that will be raffled off. These should be in the library by Jan. 14.
2. donated Swedish weave afghan to be raffled off.
3. Sign up sheets for:
 - a. Friends of the library group
 - b. Volunteer
 - c. Library cards
 - d. Children's program

Jamie wants to really promote the children's program.

Nancy and Ann agree to work on the donation board project.

Adjournment: Debbie moves to adjourn at 8:20 p.m., Wilson seconds. So moved.

Respectfully submitted:

Ann Dellaquila, secretary

P.S. Have a wonderful Christmas and the very best of the New Year!