Draft

**November 4, 2013 Minutes**

The November 4, 2013 meeting of the Hudson Falls Free Library Board of Trustees was called to order by President Michael Herman at 7:02 PM.

The following trustees were present: Arlene Baker, Ann Francato, Michael Herman, Linda Kennedy, Lester Losaw, Michael Mercure, Mary Ann Stevens, Kathy Thompson. There were no trustees absent.

Guest: Ashley Diamond.

**Secretary’s Report:**

The reading of the minutes of the September 9, 2013 regular board meeting and the minutes of the September 12, 2013, September 16, 2013 and September 23, 2013 special meetings with executive sessions were voted by all present to be accepted as written per motion by Michael Mercure and seconded by Linda Kennedy.

**Treasurer’s Report:**

The Treasurer’s Report was given by Treasurer Lester Losaw.

Balance in Checking $ 9,389.30

Balance in Savings $ 1,062.88

Stock Portfolio Balance $113,711.34 as of 9/30/13

As of 11/4/13 our Total Receipts: $102,686.49

Total Receipt Budget for 2013: $112,600.00

As of 11/4/13 our Total Expenses: $ 93,297.19

Total Expense Budget for 2013: $112,600.00

Michael Mercure made a motion to accept the Treasurer’s Report as read, seconded by Kathy Thompson, so carried with all present voting aye.

There is no **Director’s Report**.

**Old Business:**

Repair and painting of window panes completed.

Our heating issue seems to be resolved and we will need to have bleeder valves on radiators replaced in spring.

The 501C process needs to be restarted and Michael Mercure and Lester Losaw will work on completing the form and supply the necessary financial information required for re-submission. Filing fee will be approximately $800.00.

Lester will also investigate if we need to to file an income tax return even though we are a not-for-profit.

**New Business:**

The salary/benefit package for our new director will be decided in executive session at the end of this meeting.

Children’s Room Aide Debbie Maynard will remain working the daily schedule until we find her replacement or by the end of the year. It was agreed we would advertise & accept applications for our review and our interim Director will have input as well in the final hiring decision.

Robert Rose resigned as Trustee effective immediately. We will discuss a possible replacement at our next meeting.

The board discussed a retirement gift for Robert Rose and Arlene will speak with Rene Roberge for a suggestion for a gift certificate.

Our Policy Manual is still undergoing edits. Sara Dallas (SALS) suggested we separate the manual into a Personnel Manual and an Operations Manual. When the manual is completed the Operations Manual will be on our website. Edits will be made and manual will be ready for our review within the next couple of weeks.

Michael Herman made a motion we enter into Executive Session. It was seconded by Michael Mercure and so carried by all present.

Michael Mercure made a motion to exit Executive Session and seconded by Arlene Baker, so carried by all present.

Next Meeting scheduled for December 9, 2013 @ 7 PM and our Meeting was adjourned by Michael Herman at 8:00 PM.

Respectfully Submitted,

Mary Ann Stevens,

Secretary