

**John Tomay Memorial Library
Building Advisory Committee
MINUTES
5:30pm, Thursday, March 2, 2017
@ The Heritage Center**

I. Call to Order

The meeting was called to order by Michelle McNeil at 5:30 p.m.

- II. Attending:** Michelle McNeil
Elaine McWain
Jon Jennings
Sophie Egan
Deirdre Baldwin
Paul Boat
- Guests:** Sue Lathrop – Staff
Libby Caplan – Staff
Donna Gee – Staff

II. Approval of Agenda

Deirdre Baldwin made a motion to approve the March 2, 2017, agenda as presented. Sophie Egan seconded and the agenda was approved unanimously.

III. Approval of Minutes

Elaine McWain made a motion to table the approval of the February 2, 2017 minutes pending corrections. Sophie Egan seconded and the motion was approved unanimously

VI. Branch Librarian Report – Libby Caplan

Libby reviewed that Branch Librarian Report as presented.

V. District Library Report

- A special meeting was held to meet the District Board applicants. A decision will be made at the March 14th meeting.
- HR Outsourcing discussions continued and a vote was unanimous to look at AMCheck.

VII. Financial Report

The Budget Performance was reviewed. It was requested to have hard copies at each meeting. Elaine McWain made a motion to approve the February 2017, Financial Reports as presented. Jon Jennings seconded and the reports were approved unanimously.

VIII. Old Business

Building Renovation

Hoehn still working on their documents and Libby will email them when they are available. A second roof bid is needed. Tim McDough will be contacted, Libby will look in the Evergreen area, and Sophie will look in the Summit area.

Bylaws:

Elaine and Deirdre will present the name change request to the District Board.

Additional Items

Insurance Policy

Sue received a response from the insurance company which was vague. She is waiting on further clarification and a quote.

No other old business was presented.

VIII. New Business

Survey

Libby presented the old survey completed in 2014. Survey Monkey will be used to reach out to the Newsletter email list. Coffee at the Library was discussed. Libby will do a mock survey and email it out to obtain feedback and suggestions.

Additional Items

No other new business was presented.

IX. Announcements

No announcements were made

X. Adjournment

Michelle McNeil adjourned the meeting of the John Tomay Memorial Library Building Advisory Committee at 6:17 p.m. No comments, questions or objections were made

The next meeting will be April 6, 2017 at the Heritage Center (2nd floor) at 5:30 p.m.