

Watkins Glen Library Board of Trustees

Minutes

June 13, 2018

The Watkins Gen Library Board of Trustees met at the library on June 13, 2018. Present were: Judith Phillips, Anthony Fraboni, Stacey Edwards, Maggie Field, Beth Staff. Absent: Duke Argetsinger.

Minutes were approved as read. Motion made by Tony Fraboni to accept, seconded by Maggie Field. All were in favor.

Doug Hagin from EC Cooper was a guest. He presented the current insurance coverage and answered questions. He stated that IMRCC building is covered under the Public Library policy, IMRRC has their own policy for contents and liability. NYS disability covers 3 fulltime employees or equivalent part time employees. There were several follow up items identified:

- Doug will be working with Utica Mutual to review the building coverage.
- Beth will conduct inventory to verify that the business and personal property levels are correct. This inventory would also be helpful if we ever had to file a claim.
- Doug will provide premium break down by coverage item (building, BPP, etc)—we questioned the need for the library prop floater and additional EDP coverage (there is already a \$100,000 “library protector” for EDP in policy so additional \$3856 may not provide much value) in particular.
- Doug will provide quotes for: cyber breach insurance, umbrella insurance, and other gaps he identifies.

Beth signed a memorandum of understanding to have the Village of Watkins Glen take care of street and parking lot lighting.

The \$3000 per year that the Village of Watkins Glen donates to the library is under discussion at the Village. They are questioning why they make this donation. Judy stated that this was the agreement made when the library relocated out of the Village office.

Treasurer’s report was accepted. Motion made by Tony Fraboni to accept, seconded by Maggie Field. All were in favor.

John Franzese will be bringing a quote when he comes to start work.

Employment agreements for staff will lump vacation and sick time into “paid time off”. It will be stated in hours. When employee handbook is amended it will include the policy to increase paid time off by 1 day every 5 years of service. This will result in Peggy’s time off increasing this year.

Bullet aid was approved. Exact amount Watkins Glen will receive was not released yet.

Construction Grant Aid was discussed. 25% cost share by the library. The IMRCC Trane AC unit was identified as a possible item as replacement would likely decrease energy use (“green” project). Beth will contact Trane.

The IMRCC was notified of the rent increase for next year.

A motion was made by Maggie Field to authorize the appointment of Sally Armbruster as Children’s Library Assistant. Seconded by Tony Fraboni. All were in favor.

A motion was made by Maggie Field to authorize the appointment of Kathy Gascon as Chief Library Clerk. Seconded by Tony Fraboni. All were in favor.

Director’s Report is attached.

Next meeting is July 11, 2018 at 4:15pm. Minutes submitted by Stacey Edwards, Secretary.