

PROPOSED AGENDA  
for a Regular Meeting of the  
TRUSTEES OF THE HOAG LIBRARY  
of the Swan Library Association  
**January 9, 2019 7:00 PM**

*What will we do tonight that makes this Library an even better asset for our Community?*

The minutes should reflect that:

- There was no meeting on November 28, 2018 due to lack of a quorum;
- The date of that meeting was set at the October meeting for the purpose of covering both November and December and avoiding scheduling conflicts around the holidays; AND
- President Kevin Doherty would have been absent for a funeral in Tonawanda and the meeting would have been chaired by Vice President Terry Wilbert

CALL TO ORDER

ATTENDANCE

Appointment by the Chair of a Temporary Recording Secretary

-Meghan Coyle

REVIEW and ADOPT AGENDA

Motion

PUBLIC FORUM OPPORTUNITY

Confirm in an open meeting the interim actions taken pursuant to a package circulated December 17, 2019 and subscribed by Library Trustees:

- Resignation of Carol N. Miller as Trustee and Treasurer;
- Appoint Linda K. Smith Treasurer through the Annual Meeting in May 2019;
- Authorize purchase of a 4' x 8' electronic sign from Toth Sports;
- Authorize Goforth Electric to provide data and power for the sign;
- Authorize Kevin Doherty as Owner's Agent and Clerk for the sign and flagpole project

Motion

DIRECTOR'S REPORT

Betty Sue Miller

Adopt the budget for 2019 as presented by the Director

Motion

REVIEW and ADOPT

- October 2018 minutes
- Which shall be filed as approved by the Trustees although not submitted by the Secretary

Motion

REVIEW and ADOPT

- October 2018 Treasurer's Report
- November 2018 Treasurer's Report
- December (and year end) 2018 Treasurer's Report

Motion

Correspondence Folder is circulating

REPORTS and REQUESTS FROM COMMITTEES

PERSONNEL

- Conversation about and referral to this committee about the issue discovered in our Paid Time Off Policy

Motion

FINANCE COMMITTEE

BUILDINGS and GROUNDS

NOMINATIONS and ELECTIONS

- The vacancy caused by Carol Miller's resignation is referred to this committee. No appointment is necessary to fill between now and the annual elections; however, it can be filled. In the past we have discussed promoting a home-school parent/ grandparent, a person of Hispanic heritage, or another male.

PLANNING

FRIENDS of the LIBRARY

OLD BUSINESS

- Update on Black History Month
- Trustee Training
- Annual Planning for Events, "Months," Celebrations
- Trustee Nauden's email about Black History Month

NEW BUSINESS

- Update progress of new hires
- Leadership Orleans

Questions or Concerns from the Correspondence Folder

PUBLIC FORUM OPPORTUNITY

CONCERNS AROUND THE TABLE

ADJOURNMENT

Motion

Upcoming Events

- |                        |   |
|------------------------|---|
| Thursday, January 10   | 5PM Leadership Orleans sponsors' reception at the White Birches |
| Tuesday, February 12   | 6PM Friends of the Library                                      |
| Wednesday, February 13 | 7PM Library Trustees  |