

**John C. Hart Memorial Library Monthly Minutes  
February 7, 2017**

Meeting came to order at 7:16 pm

**Present:** Michael Resko, President; Kathleen Law-Imperato, Vice President; Linda Gironda, Treasurer; Heather O'Donnell, member-at-large; Pat Hallinan, Director; Christine Julian, Office Manager. Cathey Richey was absent.

**Regular Business:**

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- The January minutes were approved

**Director's Statistics:**

- Discussed and reviewed circulation statistics
- Discussed the Westchester Library App

**Director's Report:**

- Discussed the Director's Report
- Discussed status of facilities
- Roof leak
- Status of security cameras
- Library will be at Community Day
- Director attended the Chamber of Commerce meeting
  
- Treasurer's Report reviewed and approved
- Invoices approved: 1/18/17; 1/24/17; 1/26/17; 1/27/17 and 2/2/17.

**Old Business:**

- Discussion on the status of the Alice Maram gift, how to allocate funds and prioritizing important library upgrades and improvements over next 24 months.

**New Business:**

- Karen Zevin, a newly elected delegate from the Westchester Library System met with the Board to discuss how WLS is a resource for local libraries.
- WLS Trustee Institute Dates: April 27, 2017; June 7, 2017; October 3, 2017.
- Christine Julian presented an overview of the Westchester Green Business Industry Organization and how it helps libraries incorporate environmentally sustainable practices into library operations and achieve green business certification. The Board is considering joining the organization to take advantage of its benefits.
- The Board discussed the idea of a "Whistleblower" policy (aka Employee Protection Policy) and will consider adopting the policy at the next board meeting.
- The Board discussed a "Retention and Disposition of Records" policy and will consider adopting the policy at the next board meeting.

Meeting adjourned at 9:03 pm. The next Board of Trustees Meeting will be held on Wednesday, March 15, 2017 at 7:30 pm.