Present: Allen Noel, President; Jenifer Klipfel, Vice-president, and Janine Ashcraft, Financial officer.; Kevin Rounds, Audrey Howard, and Gloria Hart, trustees and Michelle Rounds, Library Director. Absent: Cynthia Busic-Snyder, Secretary

Meeting called to order at 6:32 pm. Jenifer Klipfel made a motion to make Michelle Rounds, Library Manager, acting secretary for the meeting. Gloria Hart seconded, all were in favor.

**Secretary’s Report**
Trustee Gloria Hart motioned to approve the January 17, 2013 minutes with changes; Trustee Kevin Rounds seconded; motion approved.

**Financial Report**
Library Manager Michelle Rounds reviewed the financial reports for January and February 2013. Trustee Audrey Howard motioned to accept the financial report; Vice President Jenifer Klipfel seconded; motion approved.

**Correspondence**
No correspondence

**Public Comment**

**Manager’s Report**
Please refer to the Manager’s report for additional detail

*NYS Construction Grant 2012*
*Program Room Shades*-darkening film will be put on soon, Jenifer is still looking into the shades

*USDA money transfer*- The entire amount has been transferred for the year.

*Madison County Funding*- The initial plan of the County is to cut funding for the 2014 year 35%.

*Leak in Building*

*Employee Updates*- Kevin Rounds made a motion to appoint Sue Irwin as Library Aide. Audrey Howard seconded and all were in favor.

*Repair Reserve Savings Account*- Gloria Hart made a motion to move $10,000 from the general account fund balance into an Oneida Savings savings account. Jenifer Klipfel seconded and all were in favor. Michelle to set up.

*Frozen Pipes*

*USDA paperwork*

*Magee Grant for cameras*

*Trustee re-election*

*Friends Update*- The Friends will have their annual meeting on Tuesday April 9 at 7:01pm.

*Annual Report*- Jenifer Klipfel made a motion to accept the 2012 Annual Report to New York State. Kevin Rounds seconded and all were in favor.

*Refund of Insurance*

*Louie, the library lizard*

*John Dougherty books*
Phone system- $12.99 a month to have submailboxes with Frontier. Board asked Michelle to price actual phone systems for the next meeting.

Easter Basket Raffle

Pizza Fundraiser- Board agreed Michelle could look into doing a Pizza Hut fundraiser for the library. Michelle will report back with more info.

New Computer

Overhead Door maintenance

Minimum Wage

Ongoing book sale

Garden Club- Garden club will be donating a tree to the library. Michelle asked them to work with Karen about what kind and placement.

Committee Reports

No new committee reports

Old Business

Discussion continued about HVAC maintenance; nothing decided as of yet.

New Business

No new business

Executive Session
Gloria Hart motioned to enter executive session to discuss a particular employee at 7:18 p.m., Kevin Rounds seconded.

Gloria Hart motioned to adjourn executive session at 7:55 p.m.; Jenifer Klipfel seconded. No action taken.

Trustee Jenifer Klipfel motioned to adjourn at 7:57 p.m. Trustee Audrey Howard seconded; meeting adjourned.

The next regularly scheduled meeting is Thursday, May 16, 2013 at 6:30 pm.

Respectfully submitted,
Michelle Rounds
Acting Secretary and Library Manager