

**Western Sullivan Public Library  
Board of Trustees Meeting  
January 14, 2014  
Delaware Free Branch**

**Attendees:** M. Brown, D. Hartz, A. Hilton, K. McDonough, P. Reinhardt, S. Ruiz, B. Winfield.  
Excused absence: B. Peck

**Staff:** Kristin White

**Call to Order:** The meeting was called to order by President Annie Hilton, and followed by the pledge of allegiance.

**Approval:** Marge Brown was asked to take the minutes as Secretary Beth Peck was absent. The minutes were approved as written on motion of Marge Brown, seconded by Sue Ruiz. Motion passed.

**Financial Report:** The financial report was approved upon motion by Pam Reinhardt, seconded by Dorothy Hartz. Motion passed.

**Director's Report:**

1. Kristin reported that the mortar is falling in places at the Callicoon branch and will need to be looked at in the spring as there are several leaks due to the mortar that is missing.
2. The Jeffersonville Branch needs 11 new blinds for the entire first floor as there are several broken ones now. The cost is estimated to be \$1,200. A motion was made by Kevin McDonough and seconded by Pam Reinhardt, that the library take the money from the Huggler Foundation Trust and the amount is not to exceed \$1,200. The motion was unanimously approved as **Resolution # 25-13/14**
3. Laura Moran resigned her position as Adult Program Coordinator effective December 31, 2013. Kristin suggested that the Library advertise for an Adult Programmer for 30 hours a week at \$12.00 per hour.
4. Kristin also proposed that we hire a Children's Program Director for 20 hours a week at a salary of \$12.00 an hour. Pam Greenlaw who is presently filling that position will be going back to Part time as of April 13, 2014.
5. The New York State Humanities Council will assist the Western Sullivan Library in presenting a series of four book discussions and will pay \$150.00 per session for the facilitator for a total of \$600.00. The four sessions will run between March thru June at the Delaware Free Branch. The theme for the discussions is Serving. Kevin McDonough made the motion, seconded by Pam Reinhardt, authorizing Kristin White to sign the application. The motion was unanimously approved as **Resolution #26-13/14**

6. The parking lot behind the Jeffersonville library is flooding the lower level of the building. Following a discussion, Kristin will discuss the problem with the village as the parking lot is shared by the two entities

#### **New Business:**

- A. PCC Report:** Cindy Menges, PCC Director, made a presentation to the Board about how the PCC did over the course of 2013. The presentation covered the overall programming, strengths, areas for improvement, and how to grow the program. There was also a discussion from the Board as what more they could do to the existing program. On January 24<sup>th</sup> a Programmers Round Table meeting will be held to continue the discussion of how all programs can work together along with marketing, outreach opportunities.
- B. Board member resignation:** No one has come up with a candidate for the vacant Board position.
- C. Committee Chairpersons:** appointment of committee chairpersons were as follows:
  - Finance: Marguerite Brown
  - Personnel: Kevin McDonough
  - Donations: Marguerite Brown
  - By-Laws: Dorothy Hartz
  - Building: Beth Peck
  - Executive: Annie Hilton
- D. Confidentiality Policy:** Kevin McDonough moved for a Resolution, seconded by Dorothy Hartz, to accept the revised Confidentiality policy as submitted. The motion was unanimously approved as **Resolution #27-13/14**
- E. Bookkeeper Resignation:** The bookkeeper position was discussed. There were two possible applications that met the criteria of Civil Service. Kristin will meet and interview the two candidate's and report back to the Board.

#### **Old Business:**

- A. Callicoon Construction:** Kristin reported that Attorney Marvin Newberg sent a letter to the contractor Justin McElroy of JIT Construction, stating that the work at the Callicoon branch had to be completed by December 6<sup>th</sup>, 2013. Justin complied with the request.
- B. Narrowsburg Community Garden** It was reported that the Community Garden behind the Tusten-Cochecton Branch has not been cleaned up as was the plan when they were allowed to do the garden. Kristin is to contact Andrea Reynosa and discuss the problem and possible solutions.

#### **Committee Reports:**

- Building:** The Building Committee will do a walk through on Monday January 27<sup>th</sup> at 4:30 P.M. The Committee consists of: Barbara, Dorothy, Beth and Annie.
- Personnel:** The Personal Committee held a meeting for purpose of evaluating the Director. It was more of a self-evaluation. The Committee will meet back in March.
- Donations:** Marge Brown reported two donations were received in the last month.

**Finance:** the finance committee met on December 16, 2013, to start the budget process for the 2014-2015 fiscal year. They also scheduled their next meeting for January 23, 2014 at 4:30PM at the Jeffersonville Branch.

**By-Laws:** no report

**Executive Committee:** The Executive Committee held a meeting December 16<sup>th</sup> at the Jeffersonville Branch. The purpose was to discuss a replacement for bookkeeper, Joe Anne Baker.

**Friends of Library:** Kristin gave an update regarding the Friends Group. The Holiday book sale grossed approximately \$1,400. The Group will meet on the 21<sup>st</sup> of January in Narrowsburg to discuss how to divide the funds.

**Dates to Remember:** The Advocacy meeting being held in Albany has been changed to February 26.

**Open Public Comment Period:** no comments

**Adjournment:** Kevin made a motion, seconded by Sue, to adjourn. Motion passed.

**Next meeting February 10, Jeffersonville, 5 pm.**

**Resolution for Use of  
Huggler Foundation Trust Money  
For New Blinds**

**January 14, 2014**

At the monthly meeting of the Western Sullivan Public Library Board of Trustees held on this date at the Delaware Free Branch, motion was made by Kevin McDonough for adoption of a resolution to approve the use of Huggler Foundation Trust funds in the amount not to exceed \$1200.00 for purchase and installation of 11 blinds at the Jeffersonville Branch Library by Home Depot. The motion was seconded by Pam Reinhardt, and unanimously approved as **Resolution # 25-13/14**. The vote was as follows:

M. Brown	yes	D. Hartz	yes
K. McDonough	yes	S. Ruiz	yes
P. Reinhardt	yes		
Barbara Winfield	yes		

Marguerite Brown  
Treasurer and Acting Secretary

**Resolution to  
Sign Agreement with the  
New York Council for the Humanities**

**January 14, 2014**

At the monthly meeting of the Western Sullivan Public Library Board of Trustees held this date at the Delaware Free Branch, motion was made by Kevin McDonough to authorize Director Kristin White to sign agreement letter with the New York Council for the Humanities allowing for a book discussion group in which the Humanities Council will pay \$600 for a facilitator to lead the discussion group. Monies will be paid directly to the facilitator by the New York Council for the Humanities. Motion was seconded by Pam Reinhardt and approved unanimously as **Resolution # 26-13/14**. Voting was as follows:

Marge Brown	yes	D. Hartz	yes
K. McDonough	yes	S. Ruiz	yes
P. Reinhardt	yes		
B. Winfield	yes		

Marguerite Brown  
Treasurer and Acting Secretary

**Resolution for  
Confidentiality Policy  
Update**

**January 14, 2014**

At the regular monthly meeting of Western Sullivan Public Library held at the Delaware Free Branch on this date, motion for resolution was made by Kevin McDonough to accept the updates to the Confidentiality Policy as presented by our director. Motion was seconded by Dorothy Hartz, and approved unanimously as **Resolution # 27-13/14**. Voting was as follows:

Marge Brown	yes	D. Hartz	yes
K. McDonough	yes	S. Ruiz	yes
P. Reinhardt	yes		
B. Winfield	yes		

Marguerite Brown  
Treasurer and Acting Secretary