

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

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

Staff: Kristin White, Susan Couture

Call to order: The meeting was called to order at 5 pm by the president, Annie Hilton, followed by the pledge of allegiance to the flag. No members of the public attended the informational session scheduled from 4 pm to 5 pm.

Approval of Minutes: Kevin McDonough moved for approval of the minutes, with corrections. Matthew Solomon seconded the motion. Motion passed unanimously..

Financial Report: Pam Reinhardt motioned for approval of the report with corrections and clarification. Dorothy Hartz seconded. Motion passed unanimously.

Motion for resolution was made by Kevin McDonough, seconded by Barbara Winfield for approval of the budget transfers as listed on the spread sheet. The resolution passed unanimously as **Resolution # 35-13/14**.

Director's Report: See attachment.

- A. WSPL has received PILOT (Payment In Lieu Of Taxes) funds of \$13,856.70.
- B. Kristin has been named Chairperson of the Direct Access Committee at RCLS.
- C. Kristin mentioned that RCLS has provided each library in the system with books for the new HSE (High School Equivalency) program, formerly GED.

New Business:

- A. Personnel appointment: : Upon motion by Matthew Solomon, seconded by Barbara Winfield, the board approved the hiring of Kate O'Hara for the position of Library Assistant for 25 hours weekly at \$12.00 hourly. Management of children's programming will be among her duties.
- B. Director's Self-evaluation Form Updated: Motion was made by Kevin McDonough, seconded by Matthew Solomon, to accept the updated form prepared by the Personnel Committee, with corrections. Motion passed unanimously.
- C. Libguide presentation: Kristin demonstrated the website she is currently working on, which has been provided through RCLS. The website will allow separate sites for communication with staff and trustees.
- D. Town of Tusten Master Plan: Trustees decided that this plan does not affect WSPL at this time.
- E. Health Insurance Contract: Motion was made by Dorothy Hartz, seconded by Barbara Winfield, to authorize our president to sign a contract for continuation of the current health insurance policy offered to employees. Motion passed unanimously.

Old Business: None

Committee Reports:

Building: Walk-through of the Jeffersonville branch is scheduled at 4 pm preceding our next meeting on May 12.

Personnel: Director's self-evaluation form updated, as mentioned above.

Donations: No report

Finance: No report

Bylaws: The committee has scheduled a meeting to start looking at the policies. Matthew Solomon was appointed to the By-laws committee.

Friends of Library: Meeting is scheduled for April 24.

Dates To Remember:

A. Budget Vote April 23

B. Volunteer Brunch Apr 27

C. Spring Book Sale May 3-10, Jeffersonville Branch

D. Trustees Institute May 2-3

E. Legislative Brunch May 22 in Monticello

Correspondence: None

Executive Session: Kevin McDonough motioned for an executive session at 7:10 for discussion of a personnel matter. Motion, seconded by Barbara Winfield, passed unanimously. Session ended at 7:15.

Open Public Comment Period: None.

Adjournment: The meeting adjourned at 7:20, after motion by Kevin McDonough, seconded by Matthew Solomon. Motion passed.

Next Meeting: 5 pm, May 12, Jeffersonville Branch

# WESTERN SULLIVAN PUBLIC LIBRARY

## Director's Report

Delaware Free Branch

April 14, 2014

### Building:

1. We are currently working with JIT Construction to take care of some warranty work at the Delaware Free Branch
2. An old, opened beer can was found in the back of the toilet on the second floor at the Delaware Free Branch in Callicoon

### Personnel:

1. Kristin will be on vacation from April 28-May 7, 2014
2. We've begun the search for a permanent adult programmer as Cindy Menges will not be continuing after June 30<sup>th</sup>. We hope to have someone in place by May so they can work with Cindy and transition into the position.

### Professional Development:

1. Kristin attended the SUPLA meeting. The March meeting was held in Callicoon. The biggest item of discussion was the upcoming Legislative Brunch scheduled for May 22<sup>nd</sup> at 11AM at the library in Monticello
2. Kristin attended the RCLS Board meeting as part of her requirements for being on the Director's Association Executive Committee
3. Kristin attended the Director's Association Executive Committee meeting on April 10<sup>th</sup>
4. Kristin and Annie attended the Trustee Financial Accountability workshop at RCLS on April 10<sup>th</sup>
5. Kristin attended a workshop on April 8<sup>th</sup> at RCLS on earning continuing education credit needed for her NYS Public Librarian's Certificate
6. Kristin has been appointed as the Direct Access Committee Chairperson for the Director's Association Executive Committee at RCLS

### Programs/Grants:

1. The last six week story time of the school year will start on April 16<sup>th</sup> and run through May 22<sup>nd</sup>. Our new programmer will run this series and then start on Summer Reading Program
2. Our "Green @your library" series ends this month with Composting at the Jeffersonville Branch on April 26<sup>th</sup> at 12PM
3. We have a new Genealogy program starting on April 15<sup>th</sup> at the Delaware Free Branch; see attached flyer
4. We have a new writers circle headed up by Zaitsha Kohloa at the Delaware Free Branch. The first meeting is on April 22<sup>nd</sup> at 6PM; see attached flyer
5. We now have three knitting groups-one at each branch; see attached flyer
6. We held our first "Pop Matters" program. It was really well received and attended-23 people in attendance! The next Pop Matters is on April 25<sup>th</sup>.
7. The PCC is hosting a series of business classes through PCC on Wednesdays throughout April at the Delaware Free Branch from 10AM-12PM; see attached flyer
8. We are working on making our program advertising more consistent-using the same heading on calendars, flyers, and combining as many programs into one flyer as possible (see the knitting groups flyer as an example)
9. RCLS secured another round of funding through the New York State Library's Adult Literacy Library Services grant program to offer resume workshops, interview skills, and one-on-one career counseling services at the WSPL and the Daniel Pierce Library in Grahamsville. Cindy Menges will be teaching the classes and hosting the workshops; see attached flyer

10. May is National Pet Month. The library is collecting donations to distribute to the Rock Hill ASPCA and the Dessin Animal Shelter. This is not an amnesty or fines free period-it is to support the local animal shelters and to celebrate National Pet Month; see attached flyer
11. The Library is hosting story time at the Delaware Youth Center's Easter Egg Hunt on Saturday April 12<sup>th</sup> at 10:30AM.; see attached flyer
12. May's Adult Programs centered on nutritional healing. Events will be at all three branches; see attached flyer
13. The GED is no longer called the GED. It is now called the High School Equivalency (HSE). We will be changing our wording over once we receive more information from BOCES

**Finance:**

1. PILOT money: should be receiving a check for unpaid PILOT money for a total of \$13,856.70

**Other:**

1. Kristin could use some help with binding all the Board packets. It is required by law that all Board meeting packets be bound and she has only been able to get through 2003-possibly using volunteers for the summer at the Jeffersonville Branch
2. Kristin has been writing a column for the Sullivan County Democrat entitled "The Director's Corner"
3. We will have a featured time slot on Thunder 102.1 on the last Monday of the month at 5:45PM to talk about our upcoming events and anything else pertinent to WSPL
4. We recently signed up to have an automated call placed to patrons who have library item on hold. We are still in the trial phase of this and will make a final decision soon as to whether we will continue with the automated calls or not.
5. The bluesocket (wireless) was out at the Tusten-Cochection branch for 10 days therefore their wireless usage is down significantly. The bluesocket was under warranty and was replaced at no charge to the library.

**Resolution To  
Approve Budget Transfers**

**April 14, 2014**

At the regular monthly meeting of the Western Sullivan Public Library Board of Trustees held at the Delaware Free Branch on this date, motion for resolution was made by Kevin McDonough, seconded by Barbara Winfield, for approval of the budget transfers as listed on the spread sheet presented. The resolution passed unanimously as **Resolution # 35-13/14**. Voting was as follows:

D. Hartz	yes	K. McDonough	yes
B. Peck	yes	P. Reinhardt	yes
M. Solomon	yes	Barbara Winfield	yes

Beth R. Peck  
Secretary

Item	Cost	Line Item
New Computers	\$2,200.00	Library Equipment/F&F New-DEL
Volunteer Brunch	\$1400.00	Recognition
New Tables	\$150	Library Equipment/F&F New-DEL
Retirement	1270.00	Retirement
Equipment Replacements	\$1,500.00	NAR
Equipment Replacements	\$1,500.00	JEF
Equipment Replacements	\$1,500.00	DEL
Publicity	\$1000.00	
Legal and Professional Fees	\$630.00	Legal and Professional Fees
	\$11,150.00	