

Western Sullivan Public Library
Minutes of Board of Trustees Meeting
May 12, 2014
Jeffersonville Branch

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

Staff: Kristin White

Call to order: The meeting was called to order at 5 pm by the president, Annie Hilton. The Pledge of Allegiance followed.

Approval of minutes: Minutes of the April 12 meeting were approved as presented on motion by Marge Brown, seconded by Kevin McDonough. Motion passed unanimously.

Financial Report: Motion to approve the financial report was introduced by Dorothy Hartz and seconded by Barbara Winfield. Motion passed unanimously.

Director's Report: See attached.

New Business:

A. Bank Account Update: Kevin McDonough introduced a motion for resolution to authorize the following to manage the internal control procedure for automatic payroll transfers: Brenda Long, Kristin White, Marguerite Brown (Marge) and Margaret Anne Hilton (Annie). The motion was seconded by Dorothy Hartz and passed unanimously as **Resolution # 36-13/14**.

B. Workshop Updates:

1. Annie Hilton attended a library trustees' workshop in Westchester.
2. Audra Everett attended an RCLS Directors' Association meeting, where she learned that the Thin Client computers will be replaced using funds from the ANSER PC Replacement Fund. WSPL will be responsible for co-payment of \$200 each to replace the 5 Thin Client computers currently in use in our branches.

C. Strategic Plan: This discussion was tabled.

D. Upcoming Officers Procedures: These procedures will be addressed at the Bylaws Committee meeting on May 19.

E. Personnel Appointment: Motion was made by Barbara Winfield, that the Board approve the hiring of Rose Chiochi, as Library Assistant to serve as WSPL's Adult Programmer for 25 hours per week at \$12.00 per hour. Seconded by Sue Ruiz, the motion passed unanimously.

F. Out-of- District Fees:

1. Motion for resolution to accept the out-of-district fee schedule for July 1, 2014- June 30, 2015 was presented by Dorothy Hartz. seconded by Sue Ruiz. Motion passed unanimously as **Resolution # 37-13/14.**
2. Motion was made by Dorothy Hartz and seconded by Sue Ruiz that henceforth the out-of-district fee schedule be considered a library policy, rather than a procedure, as it is currently listed. Motion passed unanimously.

Unfinished Business: None

Committee Reports:

- Building: The Building Committee, accompanied by Val Reinhardt, did a walk-through of the Jeffersonville building and property preceding the meeting.
- Personnel: none
- Donations: Honesdale National Bank has notified WSPL by letter of an upcoming donation to the Tusten-Cochection Branch from the Herman Huber estate.
- Finance: none
- Nomination: none
- Executive: none

VIII. Friends of Library Report: Next meeting June 5 at Brew Pub, Callicoon. The annual Firehouse Booksale is planned for August 7, 8, 9

X. Correspondence

XI. Open Public Comment Period: none

XII. Adjournment: Marge Brown's motion for adjournment at 6:25 was seconded by Barbara Winfield, and unanimously passed.

Next meeting June 9, Narrowsburg, 5 pm.

WESTERN SULLIVAN PUBLIC LIBRARY

Director's Report Jeffersonville Branch May 12, 2014

Building:

1. We are currently working with JIT Construction to take care of some warranty work at the Delaware Free Branch
2. The Delaware Free Branch did not open until 3PM on Friday April 18th due to a power outage on Main Street

Personnel:

1. We have hired a Library Assistant to act as our Adult Programmer. She started with WSPL on May 2nd.

Professional Development:

1. Kristin attended the RCLS Board meeting as part of her requirements for being on the Director's Association Executive Committee. She has fulfilled her commitment for this.
2. Audra attended the May 7th Director's Association meeting as Kristin was on vacation. The main motion that was discussed and voted on was the replacement of the Thin Client computers using funds from the ANSER PC Replacement Fund.

Programs/Grants:

1. The last six week story time of the school year will start on April 16th and run through May 22nd. See attached flyer
2. 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
3. The PCC is having success with their Business class series. The participants have expressed an interest in continuing the series. The Job Corps has also expressed an interest in having job readiness classes once per month through the PCC.
4. The PCC has added a new program for teens called Teen Tech Time. It will start in June in Callicoon and then move to Jeffersonville for the school year. The program will be in conjunction with the Sullivan West School.
5. We have revamped the PCC schedule. The changes will take place in starting in June.
6. May's Adult Programs centered on nutritional healing. Events will be at all three branches; see attached flyer
7. All ongoing programs have seen great success and all are continuing as scheduled. See attached flyers for Pop Matters, Genealogy, Writers Circle, and Knitting Groups
8. There is a new couponing group forming at the Jeffersonville Branch. The first meeting is May 21st. See attached flyer

Finance:

1. We received another PILOT check for \$666.37

Other:

1. 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
2. The bluesocket (wireless) was out at the Delaware Free branch for 3 days. The bluesocket was under warranty and was replaced at no charge to the library.
3. The Board of Trustees libguide will be ready for use by the June 9th Board meeting. Kristin would like to have a training session before the June Board meeting at 4PM. Any interested Trustees should let Kristin know if they will be there for the training session.

**Resolution to Approve
Bank Account Update**

May 12, 2014

At the regular monthly meeting of the Western Sullivan Public Library Board of Trustees held at the Jeffersonville Branch on this date, motion for resolution was made by Kevin McDonough to authorize the following to manage the internal control procedure for automated payroll transfers at the Jeff Bank: Brenda Long, Kristin White, Marguerite Brown and Margaret Anne Hilton.. The motion was seconded by Dorothy Hartz, and passed unanimously as **Resolution # 36-13/14**. The voting was as follows:

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

Beth Peck
Secretary

**Resolution To Approve
Out-of-District Fee Schedule
July 1, 2014-June 30, 2015**

May 12, 2014

At the regular monthly meeting of the Western Sullivan Public Library Board of Trustees held at the Jeffersonville Branch on this date, motion was made by Dorothy Hartz that the Out-of-District fee schedule for July 1, 2014 – June 30, 2015 be approved as presented. The motion was seconded by Sue Ruiz, and passed unanimously. Voting was as follows:

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

Beth R. Peck
Secretary