



**Minutes of Board of Trustees Meeting  
June 14, 2014  
Tusten-Cochecton Branch, Narrowsburg**

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

**Staff:** Kristin White, Director

**Call to Order:** The meeting was called to order at 5:03 pm by the president, Annie Hilton. The Pledge of Allegiance followed.

**Approval of Minutes:** Minutes of the May 12, 2014 meeting were approved, as presented, on motion of Kevin McDonough, seconded by Matthew Solomon. Motion passed unanimously.

**Financial Report:** The monthly printed financial report was not yet available, due to the resignation of our bookkeeper. Kevin McDonough introduced a motion, seconded by Matt Solomon to pay the bills for the month of May, which have been reviewed by our financial officer. The motion passed unanimously. The report will be available for the trustees on the libguide for approval at next month's meeting.

**Director's Report:** See report attached

**New Business:**

A. Bookkeeper Position: Motion was made by Dorothy Hartz, seconded by Barbara Winfield to approve the hiring of Christina Mace as Library Bookkeeper, as an independent contractor at \$18.00 per hour for 10 hours a week. The motion was approved unanimously. Our former bookkeeper, Joe Anne Baker will provide some assistance.

1. Motion for Resolution was made by Kevin McDonough, seconded by Matthew Solomon, to add the newly- appointed bookkeeper, Christina Mace, to the list of those authorized to act on the Library's behalf for online banking and related requests. The motion passed unanimously as **Resolution #38-13/14**.

B. Director Evaluation Forms: Motion was made by Sue Ruiz, seconded by Matthew Solomon, to accept the director self-evaluation and trustee summary evaluation forms. The motion passed unanimously.

C. By-laws update: Motion for resolution was made by Kevin McDonough to approve updates to the Rules of Governance adopted August 14, 2000 as follows:

1. Article IV-Officers of The Board: defining Board Officers' terms to continue until the next Reorganizational Meeting.
2. Article V-Duties of Officers: changing the title of Treasurer to Financial Officer.
3. Article IX: Meetings: Changing the agenda term Old Business to Unfinished Business.

The motion was seconded by Matthew Solomon and unanimously passed as **Resolution #39-13/14.**

D. Motion for Resolution was presented by Kevin McDonough, seconded by Barbara Winfield, to update the Records Retention Policy, as presented. The motion passed unanimously as **Resolution #40-13/14.**

E. Motion was made by Kevin McDonough to approve the Accident Waiver and Release Form. Sue Ruiz seconded the motion, which passed unanimously.

**Unfinished Business:** None

**Committee Reports:**

Building:

Jeffersonville Branch: The building walk-through report is finalized and uploaded to the Libguide.

Delaware Free Branch: Several problems are being addressed.

Tusten-Cochecton Branch: The Arthur Peck memorial donations will be used to create a memorial garden on the left side of the building, (the side nearest to the Town Hall), on the sloped bank below the parking lot..

Personnel: see item A. under New Business

Donations: None

Finance: None

By-Laws: next meeting June 23 in Jeffersonville

Nominating: A possible Slate of Officers for fiscal year 2014-2015 was reported.

Executive: None

**Friends of Library Report:** The May book sale netted approximately \$1037.50, of which 40% will be given directly to WSPL, and 60% will go toward FOL projects for the library. The FOL has gifted the Jeffersonville Branch with library directional signage and an I-Pad for the children's room and Delaware Free Branch with a magazine rack.

**Correspondence:** None

**Open Public Comment Period:** None

**Executive Session:** Kevin McDonough motioned for executive session to discuss a personnel matter. Matthew Solomon seconded the motion, which passed unanimously. The session began at 6:20 and ended at 6:30.

**Adjournment:** Motion for adjournment was made at 6:35 by Barbara Winfield, seconded by Sue Ruiz. Motion passed unanimously.

Next meeting will be at Callicoon, July 14 at 5 pm.

Beth Peck  
Secretary

**Resolution # 38-13/14**

**Resolution To Approve  
On-line Banking Authorization**

**June 14, 2014**

At the regular monthly meeting of the Western Sullivan Public Library Board of Trustees held on this date at the Tusten-Cochecton Branch, Narrowsburg, upon motion for resolution by Kevin McDonough, seconded by Matthew Solomon, the newly-appointed bookkeeper for the Library, Christina Mace, along with the Board of Trustee members as listed in Resolution #1-13/14, dated July 8, 2013, (copy attached), are vested by the Board of Trustees with full authority to act on the Library's behalf for online banking and related requests.

The motion passed unanimously, with the vote as follows:

Margaret Anne Hilton	yes	Kevin McDonough	yes
Marguerite Brown	<u>absent</u>	Beth R. Peck	yes
Pamela Reinhardt	<u>absent</u>	Dorothy Hartz	yes
Sue Ruiz	yes	Barbara Winfield	yes
Matthew Solomon	yes		

Beth R. Peck  
Secretary, Board of Trustees

**Resolution # 39-13/14**

**Resolution To Update  
Rules of Governance**

**June 14, 2014**

At the regular monthly meeting of Western Sullivan Public Library Board of Trustees held this date at the Tusten-Cochecton Branch, Narrowsburg, motion for resolution was made by Kevin McDonough, seconded by Matthew Solomon, to approve updates to the Rules of Governance adopted August 14, 2000, as follows:

1. Article IV-Officers of the Board: defining Board Officers' terms to continue until the next Reorganizational Meeting.
2. Article V-Duties of Officers: changing the title of Treasurer to Financial Officer.
3. Article X: Meetings: Changing the agenda title Old Business to Unfinished Business.

The motion was seconded by Matthew Solomon and unanimously passed as **Resolution # 39-13/14**. The voting was as follows:

Dorothy Hartz	yes	K. McDonough	yes
Beth Peck	yes	Matthew Solomon	yes
Sue Ruiz	yes	Barbara Winfield	yes

Beth Peck  
Secretary

**Resolution # 40-13/14**

**Resolution to Update  
Records Retention Policy**

**June 14, 2014**

At the regular monthly meeting of the Western Sullivan Public Library Board of Trustees held this date at the Tusten-Cochecton Branch, Narrowsburg, motion for resolution was made by Kevin McDonough, seconded by Barbara Winfield, to update the Records Retention policy, as presented. The motion passed unanimously as **Resolution #40-13/14**. Voting was as follows:

Dorothy Hartz	yes	Kevin McDonough	yes
Beth Peck	yes	Matthew Solomon	yes
Sue Ruiz	yes	Barbara Winfield	yes

Beth Peck  
Secretary