

**Western Sullivan Public Library
Board of Trustees Meeting
February 10, 2014
Jeffersonville**

Attendees: D. Hartz, K. McDonough, B. Peck, P. Reinhardt, S. Ruiz, B. Winfield.
Via video conferencing: Annie Hilton. Excused absence: M. Brown

Staff: Kristin White, Joe Anne Baker, Brenda Long

Guest: Danette Mall of Mike Preis Insurance

Call to Order: The meeting was called to order by the Vice President, Kevin McDonough, at 5:05, followed by the pledge of allegiance.

Approval of Minutes: Minutes of the January 13, 2014 meeting were approved, with corrections, on motion by Barbara Winfield, seconded by Sue Ruiz. Motion passed.

Financial Report: The financial report was approved following several questions, which were clarified by Joe Anne Baker. Motion was made by Pam Reinhardt, seconded by Dorothy Hartz. Motion passed.

Director's Report:

See the attached director's report.

New Business:

A. Personnel Appointments:

1. Motion for resolution was made by Pam Reinhardt, seconded by Barbara Winfield to approve the following appointments.
 - a. Brenda Long as bookkeeper, as an independent contractor for 10 hours per week at \$18.00 per hour. Brenda started on January 24, 2014, following resignation of Joe Anne Baker, our long-time bookkeeper
 - b. Cindy Menges as adult programmer until June 30, 2014, for up to 30 hours per week at \$15 per hour. The motion was approved unanimously as **Resolution #28-13/14.**

B. Bookkeeper/Financial Transfers: Motion for resolution was made by Sue Ruiz, seconded by Dorothy Hartz, that the newly appointed Bookkeeper for the Library, Brenda Long, along with the Board of Trustee members, as listed in Resolution #1-13/14 dated July 8, 2013 (copy attached), be vested by the Board of Trustees with full authority to act on the company's behalf for on-line banking and related requests. The motion was approved unanimously as **Resolution #29-13/14**

C. Board Member Appointment: No names were presented.

D. MVP Health Insurance: Danette Mall presented several choices for the insurance year to begin on March 1, 2014. After review of the choices, Barbara Winfield proposed a resolution, seconded by Dorothy Hartz, to accept the Silver Plan offered by MVP Health Insurance through Mike Preis, Inc., as that providing coverage nearest to our current policy. The Resolution passed unanimously as **Resolution # 30-13/14.**

E. Disability Benefits: Motion for resolution was presented by Pam Reinhardt, seconded by Dorothy Hartz, that the board officially approve the Disability Benefits proposal voted on via email on December 20, 2013, providing submission of application for voluntary

coverage for all employees in NY State employment for whom disability benefits are not required by law. This motion passed unanimously as **Resolution # 31-13/14**.

F. Decentralization Grant: A NY State decentralization grant has been offered through Delaware Valley Arts Alliance in the amount of \$1420.00 for a program series entitled "Flora and Fauna". A motion for resolution was presented by Annie Hilton, seconded by Barbara Winfield, to authorize the Library Director, Kristin White, to sign the agreement form. The motion was adopted as **Resolution #32-13/14**, following unanimous vote.

G. Budget Review, timeline and tax cap resolution:

1. After review of the proposed budget presented by the finance committee, motion for resolution was made by Barbara Winfield, seconded by Dorothy Hartz, to override the state tax cap. The motion passed unanimously as **Resolution #33-13/14**. Note: Since the video conferencing connection was lost at approximately 6:30, Annie Hilton did not vote on this resolution. Board members were polled individually, with results as follows: Dorothy Hartz, yes; Beth Peck, yes; Pam Reinhardt, yes; Sue Ruiz, yes; Barbara Winfield, yes.

2. After review of the proposed budget, motion was made by Barbara Winfield, seconded by Dorothy Hartz, that the budget, as presented by the finance committee, be submitted for vote by residents of Sullivan West School District. Motion was made by Barbara Winfield, seconded by Dorothy Hartz. Motion passed. Board members were polled individually, with results as follows: Dorothy Hartz, yes; Beth Peck, yes; Pam Reinhardt, yes; Sue Ruiz, yes; Barbara Winfield, yes. Since the video conferencing connection with Annie Hilton had been lost, she did not vote on this motion.

3. Motion was made that the budget vote for fiscal year beginning July 1, 2014, and ending June 30, 2015, take place on April 23, 2014, and that the informational meeting be held at 4 pm on April 14, 2014, at the Delaware Free Branch Library, preceding our April monthly meeting. Pam Reinhardt placed the motion, which was seconded by Sue Ruiz. Motion passed. The dates will be submitted for approval at the next meeting of Sullivan West School District.

Old Business:

A. Narrowsburg theft: The board received copy of a letter from Village of Monticello regarding the theft which took place last year. The letter was informational only.

Committee Reports:

No committee reports were presented.

Friends of Library Report: Kristin reported FOL purchase of two bean bag chairs for Callicoon Library and tool kits for Narrowsburg Library.

Dates to Remember: Kristin plans to attend the Advocacy Day in Albany on Feb. 26.

Correspondence: none reported

Open Public Comment Period: there were no comments

Adjournment: Meeting was adjourned at 7:05, following motion by Dorothy Hartz, seconded by Sue Ruiz. Motion carried.

Next Meeting: March 10, 2014 in Narrowsburg.

WESTERN SULLIVAN PUBLIC LIBRARY

Director's Report Jeffersonville Branch February 10, 2013

Building:

1. The committee will schedule a walk through in Jeffersonville for March. Val, Audra, and Kristin did a preliminary walk through already
2. We had several delayed openings, early closures, and closed days due to inclement weather: Jan 18th: opened Jeffersonville at noon; Feb 3rd: closed; Feb 5th: closed. We were also closed on January 1st for New Year's Day and January 20th for Martin Luther King Jr. Day

Personnel:

1. The search for Children's Programmer has started. We anticipate having someone in place by April 2014.

Professional Development:

1. Kristin is still attending the webinar series through the New York State Library Association entitled "Turning the Page 2.0".

Programs/Grants:

1. The young author's series is continuing in February. The next session will feature K.L. Going on Saturday February 8th at 3PM at the Delaware Free Branch. See attached flyer
2. We have received a decentralization grant through the DVAA for a program series entitled "Flora and Fauna". Kristin needs a resolution from the board in order to sign the agreement letter.
3. We have three new programs for February centered on the theme "Celebrate Life and Relationships". The first program is February 19th in Narrowsburg and features a relationship counselor. The second program is February 26th and is centered on chocolate. And the third program is on February 28th in Callicoon and will be about pairing wine and cheese. See attached flyer
4. We have a new book discussion group in Callicoon. It is a scholarly discussion group funded through the NY Council for the Humanities grant that was approved at the January meeting. Sandy Long and Krista Gromalski from Heron's Eye Communication will be facilitating the discussions. There are four sessions set, plus an introduction to the group. See attached flyer
5. We have been working hard to step up our marketing and PR program. Kristin met with Cindy Menges, Patrick McCollough, and Pam Greenlaw, along with Audra Everett to start discussing a marketing strategy, press releases/calendar items, and community outreach. We will meet again with all three managers to set a schedule.
6. We started using MailChimp for our email marketing campaign. All staff members and Trustees have been signed up for the library's emails.
7. We have a new program proposal for Narrowsburg entitled "Pop Matters". It would be an ongoing program featuring Kevin McDonough. More details to come.

Finance: no report

Other:

1. The State Annual Report is due on February 18, 2014.

**Resolution to Approve
Personnel Appointments**

February 10, 2014

At the regular monthly meeting of Western Sullivan Public Library held at the Jeffersonville Branch on this date, motion for resolution was presented by Pam Reinhardt, seconded by Barbara Winfield, to approve the following personnel appointments:

1. Brenda Long as bookkeeper, as an independent contractor for 10 hours per week at an hourly wage of \$18.00.
2. Cindy Menges as adult programmer until June 30, 2014, for up to 30 hours per week at \$15.00 per hour.

The motion as approved unanimously, with voting as follows:

Dorothy Hartz	yes	Annie Hilton	yes
Beth Peck	yes	Pam Reinhardt	yes
Sue Ruiz	yes	Barbara Winfield	yes

Beth R. Peck,
Secretary

Resolution # 29-13/14

**Resolution to Approve
On-Line Banking Authorization**

February 10, 2014

At the regular monthly meeting of the Board of Trustees of the Western Sullivan Public Library held on this date at the Jeffersonville Branch, upon motion for resolution by Sue Ruiz, seconded by Dorothy Hartz, Brenda Long, the newly appointed Bookkeeper for the Library, 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 company's behalf for on-line banking and related requests.

N/

The motion passed with the vote as follows:

Margaret Anne Hilton	<u>Yes</u>	Kevin McDonough	<u>Yes</u>
Marguerite Brown	<u>Absent</u>	Beth R. Peck	<u>Yes</u>
Pamela Reinhardt	<u>Yes</u>	Dorothy Hartz	<u>Yes</u>
Sue Ruiz	<u>Yes</u>	Barbara Winfield	<u>Yes</u>

Beth R. Peck
SECRETARY - BOARD OF TRUSTEES

**Resolution To
Approve Employee
Health Insurance**

February 10, 2014

At the regular monthly meeting of the Western Sullivan Public Library Board of Trustees held at Jeffersonville Library on this date, motion for resolution was proposed by Barbara Winfield, seconded by Dorothy Hartz, to accept the Silver Plan presented by MVP Health Insurance through Mike Preis, Inc. as of March 1, 2014. The motion passed unanimously, with voting as follows:

Dorothy Hartz	yes	Annie Hilton	yes
Beth Peck	yes	Pam Reinhardt	yes
Sue Ruiz	yes	Barbara Winfield	yes

Beth R. Peck
Secretary

**Resolution To
Provide Disability Benefits**

February 10, 2014

At the regular monthly meeting of the Western Sullivan Public Library Board of Trustees held at Jeffersonville Library on this date, motion for resolution was presented by Pam Reinhardt, seconded by Dorothy Hartz, that the Board officially approve Disability Benefits providing submission of application for voluntary coverage for all employees in NY State employment for whom disability benefits are not required by law. Members of the Board had previously approved this motion via email on December 20, 2013, in order for the resolution to be effective as of January 1, 2014.

The voting was as follows:

Dorothy Hartz	yes	Annie Hilton	yes
Beth Peck	yes	Pam Reinhardt	yes
Sue Ruiz	yes	Barbara Winfield	yes

Beth Peck
Secretary

Resolution # 32-13/14

**Resolution to
Sign Agreement For
Decentralization Grant**

February 10, 2014

At the regular monthly meeting of Western Sullivan Public Library held at the Jeffersonville Branch on this date, resolution was motioned by Annie Hilton, seconded by Barbara Winfield, to authorize the Library Director, Kristin White to sign an agreement with Delaware Valley Arts Alliance to accept terms of a NY State Decentralization Grant in the amount of \$1420.00 for a program series entitled "Flora and Fauna".

The motion passed unanimously, with the vote as follows:

Dorothy Hartz	yes	Annie Hilton	yes
Beth Peck	yes	Pam Reinhardt	yes
Sue Ruiz	yes	Barbara Winfield	yes

Beth R. Peck
Secretary

Resolution # 33-13/14

**Resolution To
Override Tax Cap
For 2014-2015 Budget**

February 10, 2014

At the regular monthly meeting of Western Sullivan Public Library Board of Trustees held on this date at the Jeffersonville Library, motion for resolution was made by Barbara Winfield, seconded by Dorothy Hartz, to override the state tax cap for the Library budget to be submitted for vote by residents of Sullivan West School District for the fiscal year July 1, 2014 through June 30, 2015. Voting by each trustee was as follows:

Dorothy Hartz	yes	Beth Peck	yes
Pam Reinhardt	yes	Sue Ruiz	yes
Barbara Winfield	yes		

Note: The video conferencing connection was lost at approximately 6:30 pm, so Annie Hilton did not vote on this resolution.

Beth R. Peck
Secretary