



**Minutes of Board of Trustees Meeting
July 14, 2014
Delaware Free Branch, Callicoon**

Attendees: M. Brown, D. Hartz, A. Hilton, K. McDonough, L. Pomes, P. Reinhardt (via video conference until 5:35 p.m.) M. Solomon Excused Absences: S. Ruiz, B. Winfield

Staff: Kristin White, Director

Call to Order: The meeting was called to order at 5:30 p.m. by VP Kevin McDonough, followed by the pledge of allegiance.

Swearing In: Annie Hilton arrived at 5:35 and was sworn in as 2014/15 President by VP McDonough. He continued to conduct the meeting upon her request.

Approval of Minutes: Minutes of the June 9 meeting were approved unanimously upon motion of Matt Solomon, seconded by Marge Brown.

Financial Report: Director Kristin White advised the Board that the end of year fiscal report will be available for the August meeting and that the bookkeeper will thereafter attend meetings quarterly to answer questions and provide clarity, particularly regarding account transfers. An orientation session on how to read the budget and financial reports will be scheduled.

Upon motion by Marge Brown, seconded by Matt Solomon, May's financial report was unanimously approved.

Upon motion by Marge Brown, seconded by Linda Pomes, authorization for payment of June's bills was unanimously approved.

Director's Report: See attached.

New Business:

a) A motion for resolution to authorize our director to sign 2014/15 PCC personnel contracts as amended was unanimously approved after motion by Linda Pomes, seconded by Marge Brown.

Resolution # 2-14/15

b) The bathroom window leaks and resulting damage at the Delaware Free Branch were discussed with options for repair.

c) Grant funding and expenses for repairs and improvements (leak damage, carpet, baseboards, painting, lighting) to the Jeffersonville building were discussed. A motion to allow Kristin to go to bid on said improvements was made by Linda Pomes and seconded by Matt Solomon. Motion passed unanimously. The leakage of the roof installed by Diehl Construction was also discussed.

Unfinished Business: None

Committee Reports: The By-Laws Committee will schedule a meeting to continue work on Internal Controls Policy once committee assignments are completed at the August meeting.

Matt Solomon moved to authorize the director to increase the Delaware Free Branch petty cash fund to \$50, consistent with the other branches. Marge Brown seconded. Motion passed unanimously.

Friends of the Library Report: FOL has received its 501c3 status through the pro bono efforts of John Theodore. Members are preparing for the Jeff Firehouse Book Sale.

Correspondence: Sen. Bonacic sent congratulations on our receipt of \$22,000 from the NYS Public Library Grant Program.

CPA Susan Peters announced her partnership with Cooper Arias.

Open Public Comment Period: None

Executive Session: Upon motion by Marge Brown, seconded by Matt Solomon, the Board passed the opening of an Executive Session for the purpose of discussing the Director Evaluation. Marge Brown moved to approve the evaluation, seconded by Matt Solomon. Motion passed unanimously. A motion to close the session was made by Linda Pomes, seconded by Marge Brown. Motion passed unanimously.

Adjournment: The meeting was adjourned at 6:35 upon motion of Marge Brown, seconded by Linda Pomes. Motion passed unanimously.

Next meeting will be at Jeffersonville, August 11, at 5 p.m.

Dorothy Hartz
Secretary

DIRECTOR'S REPORT

Delaware Free Branch

July 14, 2014

Building:

1. We are still waiting to hear back from JIT Construction to take care of some warranty work at the Delaware Free Branch. Kristin has been in contact with Buck to help the process along
2. JEF Building report is finalized and uploaded to the libguide.
3. We would like to use the Art Peck Memorial donation money to create a memorial garden on the left side of the Narrowsburg building (the side closest to the Town Hall). We have started the process with Reeves Mountain Construction. Final plans should be ready for the August Board meeting.

Personnel:

1. All personnel evaluations are finished and on file

Professional Development:

1. Kristin attended a Director's Association Executive Committee meeting on 11th and a Director's Association meeting on July 2nd
2. Kristin met with Sullivan County Civil Service on May 13th along with other Sullivan library Directors to discuss how we can simplify the civil service titles

Programs/Grants:

1. Summer Reading Program starts July 8th and runs through August 7th. Grand Finale is August 8th. Flyer for SRP is on the libguide
2. The PCC is hosting a Web Design Series at Callicoon on Wednesday evenings throughout July. Flyer is on the libguide
3. The PCC has updated their schedule. The calendar for July is on the libguide
4. There are three new programs for July. Events include a wine tasting, a hot dog and ice cream celebration, and a fly tying course. Flyer is on the libguide
5. The hiking club will continue on July 13th at the Damascus Forest Trail in Beach Lake, PA. Participants can get their National Park Service hiking patch if they complete all 6 hikes. The flyer is on the libguide
6. There will be a pajama story time on July 1st. Flyer is on the libguide
7. Kate O'Hara, Children's Programmer, and Rose Chiocchi, Adult Programmer, will have a booth at the Callicoon Street Fair celebrating 75 years of Batman. Flyer is on the libguide
8. The programmers have started the process for the logo contest. Submissions will be accepted starting July 1st. Official Rules are posted on the website and have been approved by the library's lawyer. The contest winner will be announced at a launch party on September 6th. The website will also be unveiled at the party.
9. The TASC (GED) program has been suspended due to low enrollment.

Finance:

Other:

1. All three buildings were closed for the Fourth of July holiday
2. We closed all three buildings on July 2nd due to the flooding conditions

**Resolution to Sign Contract
for Public Computer Center**

July 14, 2014

At the regular monthly meeting of the Western Sullivan Public Library Trustees held in Callicoon, NY, on this date, Linda Pomes motioned for Resolution to authorize our director to sign a contract with Cindy Menges for continuation of her services as an independent contractor, acting as the PCC Director/Trainer, and also to sign a contract with Patrick McCullough for continuation of his services as an independent contractor for the fiscal year 2014-2015. The resolution was seconded by Marge Brown and passed unanimously. Voting was as follows:

Marge Brown	yes	Dorothy Hartz	yes
K. McDonough	yes	A. Hilton	yes
L. Pomes	yes	M. Solomon	yes

Dorothy Hartz,
Secretary