



# Western Sullivan Public Library

## Minutes of Board of Trustees Meeting September 8, 2014 Tusten-Cochection Branch, Narrowsburg

**Attendees:** M. Brown, D. Hartz, A. Hilton, K. McDonough, L. Pomes (5:17), P. Reinhardt, S. Ruiz, M. Solomon, B. Winfield (5:19)

**Staff:** Kristin White, Director; Christina Mace, Bookkeeper

**Guests:** Alison Peck and Beth Peck; David Bodenstein, Mike Preis Insurance; Executive Director Robert Hubsher and Financial Officer Stephen Hoefler, RCLS

**Call to Order:** The meeting was called to order at 5:02 p.m. by President Annie Hilton, followed by the pledge of allegiance.

**New Business:** Alison Peck presented a design plan for the Art Peck Memorial Garden which will be executed before winter with regionally purchased plantings and local labor. Expenses to date fall within the proposed budget. Beth Peck offered to supplement the fund if the necessity arises.

David Bodenstein of Mike Preis Insurance thoroughly explained increases/changes in our 2014-15 insurance package, as well as last month's unavoidable delay in notification of premium increases. He recommended budgeting for an additional increase for 2015-16.

RCLS ED Robert Hubsher opened a financial orientation session by reviewing the responsibilities of trustees for the fiscal health of the library. He emphasized five year strategic plans for staff, collections, technology and facilities and, particularly, frequent external audits.

RCLS FO Stephen Hoefler reported working with bookkeeper Christina Mace to streamline financial reporting, largely through eliminating or renaming some elements in the current format. He provided several clarifying details of their progress, and both expressed assurance that the monthly report, already credited as thorough, will be efficient as well.

**Financial Report:** Full financial report tabled until next month.

Pam Reinhardt moved to resolve, and Linda Pomes seconded, that \$6,425 be transferred from the 2013-14 unappropriated fund balance to 2014-15, broken out as follows: \$1,000 for equipment; \$1,425 for DVAA grant; \$2,000 for programs; and \$2,000 for logo contest. The motion passed unanimously as **Resolution # 7 -14/15**.

**Open Public Comment Period:** A patron commented on the discontinued availability of a laptop for loan or in-house personal use.



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Due to the unusual length of the meeting, by 7:58 p.m., several departures left the remaining attendees without a quorum. The meeting disbanded, with the following agenda items tabled :

**Approval of Minutes**

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

**Committee Reports**

**Friends of the Library Report**

**Correspondence**

The next meeting will be in Callicoon on October 6 at 5 p.m.

Dorothy Hartz  
Secretary



## **Resolution to Authorize Transfer of Funds**

**September 8, 2014**

At the regular monthly meeting of the Western Sullivan Public Library Trustees held in Narrowsburg, NY, on this date, Pamela Reinhardt motioned for Resolution to authorize the transfer of \$6,425 from the 2013-14 unappropriated fund balance to the 2014-15 budget broken out as follows: \$1,000 for equipment; \$1,425 for DVAA grant; \$2,000 for programs; and \$2,000 for logo contest. The motion was seconded by Linda Pomes and passed unanimously. Voting was as follows:

D. Hartz	yes
A. Hilton	yes
L. Pomes	yes
P. Reinhardt	yes
S. Ruiz	yes
M. Solomon	yes
B. Winfield	yes

Dorothy Hartz,  
Secretary