



# Western Sullivan Public Library

## **Minutes of Board of Trustees Meeting October 6, 2014 Delaware Free Branch, Callicoon**

**Attendees:** M. Brown, D. Hartz, A. Hilton, L. Pomes (5:19), P. Reinhardt, S. Ruiz, M. Solomon, B. Winfield (5:12)      Excused Absence: K. McDonough

**Staff:** Kristin White, Director

**Call to Order:** The meeting was called to order at 5:06 p.m. by President Annie Hilton, followed by the pledge of allegiance.

A motion to table discussion of “approval of agenda” as an item under the call to order was made by Matt Solomon and seconded by Marge Brown. Approval was unanimous.

**Public Comment Period:** None.

Procedures for the public comment period were discussed, with the following recommendations agreed upon:

1. Comment time is not to surpass 20 minutes total or 3 minutes per individual.
2. Prior notification of a speaker’s appearance at the meeting is recommended. Regardless of prior notice, speakers must sign in upon arrival, with contact information.
3. The comment period should not be construed as a dialogue with the board. Resolution or response will probably not be given at the time of comment, as most items or issues brought forth will require internal discussion.
4. The comment period will be placed at the beginning of the agenda.
5. A sign-in sheet with this content will be available at every BOT meeting.

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

Minutes of the September meeting were approved unanimously upon motion of Marge Brown, seconded by Barbara Winfield.

**Financial Report:** Upon motion by Linda Pomes, seconded by Marge Brown, August’s financial report was unanimously approved.

Upon motion by Barbara Winfield, seconded by Sue Ruiz, September’s financial report was unanimously approved.

**Director’s Report:** See attached.



# Western Sullivan Public Library

Pam Reinhardt moved to resolve to use \$640 from the Huggler Trust for payment of two replacement windows in the Jeffersonville branch. Marge Brown seconded and the motion was approved unanimously as **Resolution # 7-14/15**.

Marge Brown moved and Barbara Winfield seconded approval of the appointment of Madeleine Wootan as Library Monitor for 26 hours per week at \$11 per hour in Callicoon and Narrowsburg. Motion passed unanimously.

## **New Business:**

A motion for resolution to approve the Internal Controls Policy as presented by the By-laws Committee was made by Linda Pomes and seconded by Sue Ruiz. The motion was unanimously approved as **Resolution # 8-14/15**.

Prorating of an employee's health insurance buyout was discussed. The issue will be further explored by the By-laws Committee.

Kristin will pursue additional diagnoses and estimates of both short and long term repair for ongoing problems with the Jeffersonville roof.

A motion for resolution to approve acceptance by Board signature of the 2015 RCLS budget as presented was made by Pam Reinhardt and seconded by Sue Ruiz. The motion was unanimously approved as **Resolution # 9-14/15**.

## **Committee Reports:**

Building: Will meet after estimates of Jeffersonville roof repair are received.

Finance: Will meet in December.

By-Laws: Will bring revised Equipment Policy to November meeting. Will meet again on Oct. 20.

**Friends of the Library Report:** FOL raised \$2,564.19 at the Firehouse book sale, splitting it with the library 60/40. The contribution was distributed among the three branches and applied toward purchase of a new magazine rack for Delaware Free, a children's iPad for Jeffersonville, and flower planting for Tusten-Cochecton. FOL will meet next on Oct. 20 in Callicoon.

**Correspondence:** The Narrowsburg Beautification Group sent a thank you note for the Tusten-Cochecton branch's cooperation in caring for the plants on premises.

**Adjournment:** The meeting was adjourned at 6:35 upon motion of Sue Ruiz, seconded by Barbara Winfield. Motion passed unanimously with 7 ayes, as Marge Brown left at 6:33.

Next meeting will be at Jeffersonville, November 10, at 5 p.m.

Dorothy Hartz  
Secretary



# Western Sullivan Public Library

## **DIRECTOR'S REPORT**

Tusten-Cochecton Branch

September 8, 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. Kristin met with Buck Moorhead to discuss the renovations at the Jeffersonville Branch. Buck is working on first floor drawings and the bid packet. We expect the bid packets to be ready sometime this fall and for renovations to start in Spring 2015.
3. We replaced two windows in the attic in Jeffersonville. One was broken so we replaced both windows. The total cost was \$640. We would like to use the Huggler Trust money to pay for this (motion needed)

### **Personnel:**

1. Pam Greenlaw has resigned her position as Library Clerk effective September 10, 2014. We have hired Madeline Wooten as Library Monitor to fill in needs for 26 hours per week at \$11.00 per hour in Callicoon and Narrowsburg. (motion needed)

### **Professional Development: No Report**

### **Programs/Grants:**

1. There are several adult programs planned for September: how to write series, personal organization, Daughters of the American Revolution presentation, and flora & fauna workshops. Flyers are on the libguide
2. The hiking club will continue on September 13<sup>th</sup> at Jensen's Ledges Trail in Lordville, NY. Participants can get their National Park Service hiking patch if they complete all 6 hikes. The flyer is on the libguide
3. The logo contest is almost finished. The 3 finalist will be chosen on September 2<sup>nd</sup>. The contest winner will be announced at a launch party on September 20<sup>th</sup> in conjunction with the Jeff Jamboree and Duck Race. The website will also be unveiled at the party. The PCC will also have open hours at the launch party. The library will be at the Jeff Jamboree from 12-5PM
4. The budget breakdown for the logo contest is on the libguide.
5. The TASC (GED) program has been suspended due to low enrollment. We are currently working with Sullivan County BOCES to revamp the program.
6. Rose Chiocchi, adult programmer, has finalized the flora and fauna artist series to fulfill our obligations to the DVAA and the grant we received from them. Flyer is on the libguide
7. Preschool and Toddler story time resumes September 9<sup>th</sup>. Flyer is on the libguide
8. There have been some issues with the Writers Group in Callicoon. Rose and Kristin are scheduled to meet with them on September 9<sup>th</sup>.

### **Finance: No Report**

### **Other:**

1. All three branches were closed on September 1<sup>st</sup> for Labor Day
2. Thunder 102 has asked that we give a weekly update every Monday at 5:45PM



# Western Sullivan Public Library

## **DIRECTOR'S REPORT**

Delaware Free Branch

October 6, 2014

**Building:** see new business agenda item

**Personnel:** no report

### **Professional Development:**

1. Kristin attended the RCLS Director's Association meeting on September 17<sup>th</sup> where the main topic of discussion was consolidated purchasing of e-content
2. Kristin attended a SUPLA meeting on September 19<sup>th</sup> where the main topic of discussion was consolidated purchasing of e-content
3. We would like to rearrange our staff meetings where we close the libraries for staff training once per quarter. We will start this in 2015

### **Programs/Grants:**

1. There are several adult programs planned for October: how to write series continues, scary movie marathon, last hike of our 6 part hiking series, and the flora & fauna workshops continue. Flyers are on the libguide
2. The PCC is hosting a series of classes in October entitled "what are you viewing? Online versus TV viewing". The flyer is on the libguide
3. There have been some issues and concerns from the Writers Group in Callicoon. Rose and Kristin met with the group on September 9<sup>th</sup>.
4. We have a new teen book group starting on October 2<sup>nd</sup>. They will meet once per month on the first Thursday of the month in Jeffersonville

**Finance:** No Report

### **Other:**

1. All three branches will be closed on October 13<sup>th</sup> for Columbus Day
2. All three libraries will close at 3PM on December 3<sup>rd</sup> for the annual Holiday party



# Western Sullivan Public Library

**Resolution # 7 -14/15**

## **Resolution to Authorize Use of Funds**

**October 6, 2014**

At the regular monthly meeting of the Western Sullivan Public Library Trustees held in Callicoon NY, on this date, Pamela Reinhardt motioned for Resolution to authorize the use of \$640 from the Huggler Trust for payment of two replacement windows in the Jeffersonville branch. Marge Brown seconded and the motion passed unanimously. Voting was as follows:

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

Dorothy Hartz,  
Secretary



# Western Sullivan Public Library

**Resolution # 8 -14/15**

## **Resolution to Approve Internal Controls Policy**

**October 6, 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 approve the Internal Controls Policy as presented by the By-laws Committee. Sue Ruiz seconded and the motion passed unanimously. Voting was as follows:

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

Dorothy Hartz,  
Secretary



# Western Sullivan Public Library

**Resolution # 9-14/15**

## **Resolution to Authorize Acceptance of RCLS Budget**

**October 6, 2014**

At the regular monthly meeting of the Western Sullivan Public Library Trustees held in Callicoon, NY, on this date, Pamela Reinhardt motioned for Resolution to approve acceptance by Board signature of the 2015 RCLS budget as presented. The motion was seconded by Sue Ruiz and passed unanimously. Voting was as follows:

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

Dorothy Hartz,  
Secretary