



# Western Sullivan Public Library

## Minutes of Board of Trustees Meeting November 10, 2014 Jeffersonville Branch

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

**Staff:** Kristin White, Director

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

**Approval of Minutes:** Minutes of the October meeting, with a recommended change to the statement of the Public Comment Period Policy, were approved unanimously upon motion of Sue Ruiz, seconded by Barbara Winfield.

**Financial Report:** Suggestions were agreed upon for increased clarity in the display of monthly budget activity as it correlates to the actual progression of the annual budget, either by a more detailed monthly spreadsheet or by provision of reference copies of the annual budget to the Board.

Upon motion by Kevin McDonough, seconded by Dorothy Hartz, October's financial report was unanimously approved.

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

A motion for resolution to authorize the Director to spend \$1,920 for the purchase of an Ancestry.com subscription through ProQuest was made by Kevin McDonough and seconded by Barbara Winfield. The motion passed unanimously as **Resolution # 10-14/15**.

### **New Business:**

A motion for resolution to approve the Equipment and Computer Use Policy as presented by the By-laws Committee was made by Pam Reinhardt and seconded by Sue Ruiz. The motion was unanimously approved as **Resolution # 11-14/15**.

### **Unfinished Business:**

A motion for resolution to authorize, without setting precedent, a deviation from the Health Insurance Buyout Policy was made by Kevin McDonough and seconded by Pam Reinhardt in order to pay a lump sum to Susan Couture on her anniversary of employment rather than at the end of the fiscal year. Additionally, the remainder of her buyout will be prorated. The motion passed unanimously as **Resolution # 12-14/15**.



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### **Committee Reports:**

**Building:** Has begun gathering estimates for Jefferson roof repair.

**Finance:** Will tentatively meet with Christine for 2015-16 budget discussion on December 1 at 4:30 in Jeffersonville.

**By-Laws:** Will reconvene in January. Kristin will compile priorities.

**Friends of the Library Report:** FOL hosted a premier regional meeting on November 1 in Callicoon. Other FOL groups from Liberty, Monticello and Eldred attended as well as a representative from RCLS. A mutually beneficial time was had by all, and they will continue to meet regularly.

The Jeffersonville Holiday Book Sale has been scheduled for December 13-20 with setup on December 12.

**Adjournment:** The meeting was adjourned at 7:18 upon motion by Kevin McDonough, seconded by Barbara Winfield. Motion passed unanimously.

Next meeting will be at Narrowsburg on December 8 at 5 p.m.

Dorothy Hartz  
Secretary



# Western Sullivan Public Library

## DIRECTOR'S REPORT

Jeffersonville Branch

November 10, 2014

### Building:

1. The Tusten Heritage Community Garden has issued their 2014 report. The report and pictures are on the libguide.
2. Kristin contacted Dean Construction and Straight Line Roofing for estimates on repairs to the roof in Jeffersonville.

**Personnel:** No Report

### Professional Development:

1. Kristin attended a RCLS Director's Executive Committee meeting on October 9
2. Kristin attended a SUPLA meeting at the Sullivan County Historical Society. The library will start looking into preservation grants to help digitize our current local history collection (non-book items).
3. Kristin and Christina Mace, bookkeeper, attended a webinar on the NY State tax cap on October 23
4. Kristin will be away at the NYLA Conference November 4-7
5. Kristin and Annie Hilton, Board President, attended a workshop at RCLS entitled Library Law 101 on October 21
6. Kristin attended a RCLS Director's Association meeting on November 3

### Programs/Grants:

1. The TASC (GED) program will resume at the Jeffersonville branch on November 5<sup>th</sup>. It will be a hybrid class where participants can meet with the instructor every Wednesday between 12-3PM.
2. All program flyers and calendars are on the libguide
3. We are still waiting for the Aileen Gunther grant money from the 2013/14 budget year
4. The library would like to purchase Ancestry.com and Heritage Quest. There have been a lot of requests for it. It will cost \$1920 for a one year subscription and will be taken out of the PCC line item.
5. Kate O'Hara, Children's Programmer, applied for an Outreach Grant through RCLS and was awarded the full amount of \$500. She will use this money to start a 'sensory story time' to reach out to children and families with autism.

### Finance:

1. We received a check for \$80.33 for restitution from Joseph Flora who was convicted of theft at the Tusten-Cochecton branch in 2012. There is a balance of \$1299.85 left to pay.
2. The Food for Fines program will run from November 1-21. Patrons can bring in one nonperishable item and receive \$1.00 off their fines up to \$20.

### Other:

1. All three branches will be closed on November 11<sup>th</sup> for Veteran's Day
2. This year's annual staff Holiday party is on December 3<sup>rd</sup>. All libraries will close at 3PM
3. As per the policy manual, WSPL Holiday Closings 2015 are set and on the libguide