



# Western Sullivan Public Library

## Minutes of Board of Trustees Meeting March 14, 2016 Tusten-Cochecton Branch

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

**Staff:** Kristin White, Director

**Call to Order:** The meeting was called to order at 5:00 p.m. by Acting President Kevin McDonough, followed by the pledge of allegiance.

**Approval of Minutes:** Minutes of the February meeting were approved unanimously upon motion by Marge Brown, seconded by Linda Pomes.

**Financial Report:** After brief discussion of the insulation project at Jeff, upon motion by Pam Reinhardt, seconded by Sue Ruiz, February's financial report was unanimously approved.

**Director's Report:** See attached.  
Kristin updated the report, announcing an additional PILOT payment of \$6,000+

### **New Business:**

#### **Board Officer Appointment and Swearing In:**

Upon motion of Marge Brown, seconded by Linda Pomes, the appointment of Sue Ruiz as Acting Vice-President was unanimously approved. Acting President Kevin McDonough administered the Oath of Office to Ruiz, followed by the swearing in of new Trustee Chris Peacock.

The newly updated slate of officers completed paperwork identifying them as signatories for Jeff Bank. McDonough also signed the Commercial Customer Certification Regarding Internet Gambling as required by Jeff Bank. Authorization by resolution to be completed.

#### **RCLS Direct Access Plan:**

Chris Peacock moved for, and Pam Reinhardt seconded, Board approval of the RCLS Direct Access Plan as updated for 2017/21. The vote was unanimous, and Acting President McDonough signed documentation for return to RCLS by the May 1, 2016 deadline.

#### **Independent Contractor Agreement:**

Marge Brown moved for a resolution to approve an Independent Contractor Agreement with Cindy Menges which reflects her transition from employment in the Public Computer Center to a position as Program Manager, effective until the end of fiscal year 2015/16. Linda Pomes seconded, and the motion passed unanimously as **Resolution #20-15/16**.



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## **THCG:**

Tusten Heritage Community Garden has submitted a report of ongoing activity featuring a diagram for the proposed pergola.

## **Committee Reports:**

**Building:** Pam will seek out potential contractors to solve the ongoing window leakage problems in Callicoon.

**Personnel:** Sue collected completed Director Evaluation forms; Kristin will submit her self-evaluation in April.

**By-Laws:** Will meet on April 11 prior to Budget Hearing and BOT meeting.

## **Friends of the Library Report:**

Next meeting is scheduled at Matthew's in Callicoon for April 13.

The search for a President is still underway. Meanwhile, an unveiling for the FOL Cafe in Jeffersonville is scheduled for April 6th from 5-7, and plans are in place for the April 30-May 7 Book Sale.

## **Dates to Remember:**

- a. Budget Vote Informational Session, April 11, 4:30PM, Callicoon
- b. Trustee Leadership Workshop-Funding & Outreach, April 13, 6-8PM, RCLS
- c. Budget Vote, April 20, 2-8PM, WSPL
- d. Trustee Orientation, April 20, 6-8PM, Monticello

Plans are underway for a Volunteer Appreciation Day for a Sunday in April.

**Adjournment:** The meeting was adjourned at 5:58 upon motion of Marge Brown, seconded by Linda Pomes. Motion passed unanimously.

Next meeting will be in Callicoon, April 11, at 5 p.m.

Dorothy Hartz  
Secretary



# Western Sullivan Public Library

## DIRECTOR'S REPORT

Tusten-Cochecton Branch

March 14, 2016

### Building:

1. We have some leaking issues at the Delaware Free Branch still. The leaking has been an ongoing issue but now it is presenting other issues. Mainly the bathroom windows on the first and second floor are leaking during heavy rains. As much as we try to prevent the water from getting on the floor, it does and is now leaking into the bathrooms below. We also had a window in the new addition on the second floor leak. Buck Moorhead is contacting Justin McElroy to problem-solve this issue. The water has leaked into the first floor new addition space.
2. We are in the final stages of attic space renovation in Jeffersonville.
3. We had an issue with one of the radiators leaking in Callicoon. We had DJS Plumbing fix the issue. Doug sent us the following email outlining the issue and potential fix:

*Yesterday I went to the Callicoon branch to look at and fix a leak. I found the problem and solved it. I also found out some interesting info on the heating system that you may or may not want to make a decision with. The leak was coming from inside (what we refer to as..) a "convector" cabinet on your left as soon as you walk inside the front door. There is an identical one on your right as well. When I removed the cover I could see exactly where the problem was, a vent that automatically vents air out of the hot water system had failed, we had a replacement one and swapped it, problem solved.*

*This is the interesting part:*

*The convector is from 1957 and is actually a very cool one. It's not just a radiator; it has dual fans controlled by a single electric motor, the fan is controlled by a 4 position switch (Off-Lo-Med-Hi), the 4 position switch is controlled by a temperature dial that adjust when the fan runs and when it shuts off, it also has cleanable filters. They don't make stuff like this any more! The electric motor has seized but it still works like a radiator. That in it's self is pretty cool. Some warm air comes out of the vent. If the fans and motor were removed and if the filter was cleaned it would work probably 50% better. If the Electric motor was repaired it would probably work 80%-90% better.*

*I understand that the electric is the primary heat source and the oil is more of a "back up". Maybe the oil heat was labeled inefficient because of just what I found. How many more of the convectors are like the one I worked on yesterday? What if they were all cleaned and made to work as intended? I don't know what the costs would be to clean and remove fans or fix them all, I would have to do one and look at all the others to know for sure. I am sure that the convector directly across from the one we repaired yesterday had a leak and will leak again soon from a similar part. It should be addressed soon*

### Personnel:

1. Joseph Gref, Library Page in Jeffersonville has resigned his position. We are conducting a search for a suitable replacement.

### Professional Development:

1. SUPLA has purchased a 3D printer to be shared among the Sullivan Libraries. Abram VanHassel attended a training session on February 19<sup>th</sup> at the Makers' Lab in Hurleyville. There will be some more local training using the 3D printer that SUPLA purchased.



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2. Kristin attended a workshop at RCLS on February 11<sup>th</sup> on using Library Aware effectively. Library Aware is a platform for online newsletters, flyers, and other advertising materials that RCLS has purchased on behalf of the member libraries. WSPL has been looking for a way to better streamline our online presence-email blasts, newsletters, calendars, etc. Cindy Menges, Audra Everett, and Abram VanHassel had Sue Scott from RCLS out to Jeffersonville on March 3<sup>rd</sup> discuss how to best use Library Aware. More info to come.
3. Kevin McDonough and Kristin met with new board member Chris Peacock to give him some guidance on the library, being a library Trustee, and help answer any questions he might have.
4. Kristin attended a meeting with the State Historic Preservation Office (SHPO) on March 1<sup>st</sup> at the Delaware Free Branch. The Town has submitted a proposal, with the help of SHPO to consider the Callicoon downtown area as a historic district. The library is already on the National Registry so this new designation will not affect the library. It will mostly help businesses and homeowners in the historic district get tax breaks when they update their buildings.
5. All three branches opened at 1PM on March 11<sup>th</sup> due to a staff meeting. For this staff meeting, we had a librarian from Newburgh (the Central Library) in to do staff training on databases. This will help the staff be more comfortable with the databases, especially reference databases, and in turn they will be able to direct patron's and community members to the databases for any reference questions.

### **Programs/Grants:**

1. Programs for March have been scheduled. Please see the newsletter or the calendar for details.
2. Kristin is still working on the National Geographic submission. She has had other priorities recently so this project has not been focused on. She would still like to gather information about photographers before submitting the nomination.

### **Finance:**

1. We received two PILOT payments: one for \$8,941.62 and one for \$333.79

### **Other:**

1. Kristin has advertised the budget vote and Trustee election, including how to become a Board member. It is in the March newsletter and in the March 15<sup>th</sup> edition of the Sullivan County Democrat.
2. All previous annual reports, including 2015, are available for viewing.
3. All three branches opened late on February 16<sup>th</sup> ; the Jeffersonville Branch and Delaware Free Branch closed early on February 23<sup>rd</sup> due to inclement weather.
4. Kristin will be on vacation from March 28-April 1