



Western Sullivan Public Library

Minutes of Board of Trustees Meeting May 9, 2016 Jeffersonville Branch

Attendees: M. Brown, D. Hartz, K. McDonough (arrived 5:14) , C. Peacock, L. Pomes, P. Reinhardt, M. Solomon, B. Winfield Excused Absence: S. Ruiz

Staff: Kristin White, Director

Call to Order: The meeting was called to order at 5:11 p.m. by Secretary Dorothy Hartz, followed by the pledge of allegiance.

Approval of Minutes: Pam Reinhardt moved for, and Barbara Winfield seconded, approval of the April minutes. The motion passed unanimously.

Financial Report: Upon motion by Marge Brown, seconded by Matt Solomon, April's financial report was unanimously approved.

Director's Report: See attached.

After discussion of estimates for long range repair work on the Delaware Free Branch building exterior, Marge Brown moved to approve emergency work on the steps of the side entrance. Matt Solomon seconded and the motion passed unanimously.

New Business:

Executive Session 1 Pam Reinhardt moved to open an Executive Session for the purpose of discussing a personnel matter. Chris Peacock seconded and the motion passed unanimously. The session began at 5:33 and ended at 5:43

Medical/Family Leave Personnel Policy: After discussion of ambiguity and/or inconsistency in the present policy, the Board referred the matter to the By-laws Committee for research and revision.

Unfinished Business:

Tusten Heritage Community Garden Pergola Plans: Kristin presented clarifications from both THCG and the Tusten Code Enforcement Officer regarding previously submitted plans for the structure. After discussion, Pam Reinhardt moved for, and Barbara Winfield seconded, approval to seek the necessary permit to forward the plans as presented. The motion passed unanimously

Native American Artifacts Donation: Kevin McDonough and Dorothy Hartz reported on their follow-up visit for Giles Ebert's offer of donation of an extensive collection of Native American artifacts. The Board agreed that the offer is a wonderful opportunity for the Delaware Free



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Branch and the public it serves, but was cautious that any eventual acquisition be made carefully, without a particular time frame, as Kevin has already suggested to Giles. The most salient specific to consider is the necessity for 27 square feet of display space, followed by insurance requirements as outlined by Kristin based on conversation with WSPL's carrier. First steps before any commitment is made include formation of an exploratory committee and discussion of potential fundraising for this project. The committee will consult with the Sullivan County Museum early on for practical advice on the exhibition and curating of such a collection. Another visit to view the artifacts with additional board members and staff is also in order.

Committee Reports:

Personnel: Will address Director's Self- Evaluation in Executive Session. See below.

By-laws: Will present 3 policies for approval/amendment at the June BOT meeting. Will meet again prior to the BOT.

Friends of the Library Report:

The FOL group held their annual Spring book sale at the Jeffersonville branch from April 30th-May 6th. They purchased seat cushions for the wooden chairs at the Jeffersonville branch as requested by Audra Everett, Branch Manager.

Dates to Remember:

SUPLA Legislative Brunch, May 19, 11a.m., Monticello

Executive Session 2 Marge Brown moved to open an Executive Session for the purpose of discussing the Director's Self-Evaluation as presented through the Personnel Committee. Pam Reinhardt seconded and the motion passed unanimously. The session began at 6:30 and ended at 7:02.

Adjournment: The meeting was adjourned at 7:03 upon motion of Marge Brown, seconded by Linda Pomes. Motion passed unanimously.

Next meeting will be in Narrowsburg, June 13, at 5 p.m.

Dorothy Hartz
Secretary



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DIRECTOR'S REPORT

Jeffersonville Branch

May 9, 2016

Building:

1. We have received two estimates from JIT Construction for work to be completed in Callicoon. One estimate is for repainting the top portion of the library and replacing bird netting. The second estimate is for repointing the bricks. Both estimates are included with the board packet.

Personnel:

1. We are looking for a temporary person to fill in for the Summer Reading Program which will allow us some extra time to find a suitable replacement for Kate O'Hara, Youth Services. We reached out to Susan Couture to see if she would be interested in helping out with Summer Reading. She is interested. We are waiting to hear back from her for a final decision.

Professional Development:

1. Kristin attended a Director's Association meeting on May 4th.
2. Kristin attended a SUPLA meeting on April 15th. The 3D printer has been purchased. SUPLA is currently working on a policy for the printer. The SUPLA wide brochure is almost completed as well. It is anticipated having it finished in time for the Legislative Brunch.
3. WSPL hosted a book repair workshop for the Sullivan libraries on Monday May 2nd. There have been several requests from WSPL staff members for this workshop. Narrowsburg and Callicoon opened at 2PM that day.

Programs/Grants:

1. Kristin closed out the Jeffersonville Attic Space and Air Sealing Construction grant. We are still waiting to submit the signed FS-10-F forms in order to receive the last 10% of the construction grant funds.
2. Our amnesty event was very successful. We recuperated over 30 items back that belonged to WSPL. The monetary value is approximately \$775. We also recuperated other library's materials plus we forgave fines allowing several patrons who were previously 'blocked' from using the library to return to the library fine free.
3. The 2016-2017 budget vote passed with 86 'yes' votes and 9 'no' votes.
4. We have been included on the National Geographic *Scenic, Wild Delaware River* website: <http://delawariver.natgeotourism.com/>

Finance: no report

Other:

1. RCLS has finished testing the cash drawer system, known as Blue Cloud Commerce. One station has been installed at the Jeffersonville branch. We will test it until the end of May



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and make a final decision on whether we want to move forward with installation at the other branches. Under this system we are able to accept all 4 major credit cards. We had to set up a ProPay (merchant marine) account. The account costs the library 2.2% and \$0.30 per transaction. Because of this we have set a minimum of \$5.00 per transaction. This feature is optional so we can remove it at any time. We are currently working on a process for the new system and also for accepting credit cards.

2. Mary White would like to research the value of one of the older Bibles in Callicoon and potentially sell it online. The money would go to the library.
3. We had a film maker, Pearl Gluck, ask if she could film a short part of her upcoming film in the library in Jeffersonville. She offered to volunteer for a workshop on film making or anything related to the creative process in exchange for being able to film in the library. Ms. Gluck is an Assistant Professor of Film/Video at Penn State.