



Western Sullivan Public Library

Approved Minutes of Board of Trustees Meeting April 10, 2017 Callicoon Branch

Attendees: M. Brown, K. McDonough, C. Peacock, P. Reinhardt, B. Winfield, S. Ruiz, Linda Pomes. M. Solomon, absent.

Staff: Kristin White, Director

Call to Order: The meeting was called to order at 5 p.m. by President Kevin McDonough, followed by the Pledge of Allegiance.

Approval of Minutes: Marge Brown moved for, and Chris Peacock seconded, approval of the minutes of the March meeting. The motion passed unanimously.

Financial Report: Sue Ruiz moved for, and Linda Pomes seconded, approval of the 2017 financial report. The motion passed unanimously.
Pam Reinhardt moved to resolve, and Marge Brown seconded, approval for payment of bills for March 2017. The motion passed unanimously as **Resolution #24-16/17**.

¹Director's Report: See attached.

New Business:

Juliette Hermant, reported that the Tusten Heritage Community Garden, is working on its Non-Profit paperwork. Linda Pomes moved to resolve and Sue Ruiz seconded, that the agreement between the Library and The Tusten Heritage Community Garden remain in effect until June 1, 2017 or upon signing of the new agreement. The lease is being extended in order for the Non-Profit paperwork be filed with the library before the lease is renewed. The motion passed unanimously as **Resolution #25-16/17**.

Budget Timeline Policy: Chris Peacock moved to resolve, and Linda Pomes seconded, an update to the Budget Timeline policy to include the timeline for filing the tax cap information. The motion passed unanimously as **Resolution #26-16/17**.

Internal Control Policy: Sue Ruiz moved to resolve, and Marge Brown seconded, an update to the Internal Controls Policy with changes to the wording as follows: The Library Director, upon resolution each year, is able to transfer money within Materials Line items as needed and within Supplies Line Items, as needed. Motion passed unanimously as **Resolution #27 -16/17**

Membership-Regular Policy: Marge Brown moved to resolve, and Linda Pomes seconded, an update to the Membership-Regular policy to include that WSPL now accepts credit cards and how

¹ April 2017 Approved Minutes



Western Sullivan Public Library

refunds will be issued. The committee updated the policy to include language about holds proxies. Motion passed unanimously as **Resolution #28 -16/17**

Personnel Update: Met with Irma Schilling regarding the elimination of her position as Library Clerk. She chose to accept a \$2,700 severance package. June 30th, 2017 will be her last day.

Committee Reports:

Buildings: No Report

Personnel: Sue Ruiz collected the reports from the Board for the Director Evaluation. Personnel Committee will meet on Tuesday April 11, 4:00 pm to review. An Executive Session will be announced on the library website.

²Donations: One Donation.

Finance: Dan Hust, Sullivan Democrat will interview Kristin White regarding Budget Vote.

By-Laws: The By-Laws committee investigated several issues and recommends the following:

1. **Treasure:** the By-Laws committee concluded that WSPL has enough separation of duties and that the Library Treasurer position is a recommendation from the State.
2. **Oath of Office:** The By-Laws committee recommends that the library keep with the current practice having the District Clerk keep all Oaths of Office, both from the school and the library on file at the school.

Nominating: Linda Pomes will be talking to Board Members regarding any open positions.

Local History: No Report

FOL Liaison Report: No Report

Executive: No Report

Dates to Remember:

Volunteer Recognition Day: Monday April 24th at Peppino's Restaurant in Callicoon, 4-6pm.

What is the BIG DEAL about Intellectual Freedom? June 7th ³at RCLS 5:30- 8:30 pm.

⁴Adjournment: The meeting was adjourned at 5:49 pm Marge Brown moved for, and Linda Pomes seconded. The motion passed unanimously.

Next meeting will be in Jeffersonville May 8, 2017 at 5 p.m.

Barbara Winfield
Secretary⁵

² April 2017 Approved Minutes



Western Sullivan Public Library

DIRECTOR'S REPORT

Delaware Free Branch

April 10, 2017

Building:

1. A patron reported there is a stair that is loose on the side stairs in Callicoon. The patron almost fell but did not actually fall nor injure herself. We filed an incident report. It does not appear to be a stair that we previously had repaired. Melissa Reid, Branch Manager, is contacting Justin McElroy to see if he can repair the stair. The stairs are scheduled to be fixed during the repointing project.
2. Melissa Reid, Branch Manager for the Delaware Free Branch, contacted Jim McElroy, Town of Delaware Code Enforcement Officer, about the blocked alleyway between the library in Callicoon and the vacant Flea Market next door. Mr. McElroy will contact the owner of the building and follow through with having the alleyway cleared as soon as possible.

Personnel: no report

Professional Development:

1. We had a successful 2017 first quarter staff meeting on March 29th. The staff meeting had two parts. The first part was led by Abram VanHassel, Computer Tech. He helped answer technology questions from the staff and performed some staff training on new devices. The second part was led by Kristin White, Director, and Audra Everett, Assistant Director. The second part challenged the staff to start thinking about the purpose of the library. The staff reviewed the library's mission statement and vision statement. The TEDtalk by Simon Sinek, *Start With Why*, was viewed and then staff broke into groups to discuss the library's 'why' and also to start thinking about an elevator speech. The staff were then challenged to think about the purpose and also their elevator speech and be prepared to discuss again at upcoming 2017 second quarter staff meeting. At that meeting we will finalize what we think the purpose is.
2. Kristin attended a Minimum Standards Workshop on March 30th in Monticello. The workshop was hosted by RCLS in order to gain input from member library Directors on the proposed 19 Minimum Library Standards. The Directors submit a survey to the system and then the system Directors all meet to discuss. The system Directors will finalize which standards will be presented to DLD. DLD will then solicit input from the public via surveys and public hearings throughout NY State. And finally, DLD will make the proposed standards final.

Programs/Grants:

1. The program staff have some exciting programs planned for April: Abram VanHassel, Computer Tech, has planned two sessions of *Stay in Touch While Staying Online*; the Story Time Winter Session is ending and the Spring Session will start up at the end of the month; and Craft Lovers has two crafts planned for April.
2. All three libraries will be celebrating National Library Week April 9-15th by having patrons calculate the value of the library. This activity is based off the one mentioned in last month's NYLA



Western Sullivan Public Library

Advocacy Day update. We will use the pictures and calculations for PR purposes and also send to the Legislators.

3. WJFF interviewed the Knitwitz group that meets in Jeffersonville bimonthly. Tune in to WJFF to listen to the interview.

Finance:

1. We received a PILOT payment in the amount of \$3,195.39
2. In order to have a better representation of equipment expenditures we expanded the equipment lines on our chart of accounts to include capital equipment, technology equipment, and other equipment.
3. There was a question about what happens if there is a tie vote for Trustee position between a 5 year term and a 2 year term. After checking with RCLS, they gave two different recommendations but also stated it is a board decision on how to handle a tie breaker. They urged the board to make sure a tie breaker is fair and neutral:
 - a. conduct a tie-breaker, i.e. coin toss or draw names out of a hat, or other similar tie-breaker activity. Please make sure that it is fair and neutral
 - b. ask each person who has a tied number which position they are willing to serve in, either the 5 year or the 2 year term.

Strategic Plan:

1. Kristin developed an outline with expected deadlines for meeting each goal of the strategic plan. It is included with the board packet.
2. The statistics from 2007-2016 are included with the board packet.

Other:

1. Stephen Hofer is willing to attend a board meeting for a financial orientation. He would like to meet with the Director, Bookkeeper, and Finance Officer prior to the board meeting. **Date needs to be determined by the board.**
2. All three branches were closed on March 10, 2017, due to inclement weather
3. All three branches were closed on March 14, 2017, due to inclement weather
4. All three branches were closed on March 15, 2017, due to inclement weather
5. The Tusten Heritage Community Garden has started the Non Profit Incorporation paperwork and anticipate having that ready for the May 1st lease renewal, along with updated insurance.