



Western Sullivan Public Library

Approved Minutes of Board of Trustees Meeting February 27, 2017 Jeffersonville Branch

Attendees: M. Brown, K. McDonough, C. Peacock, L. Pomes, P. Reinhardt, B. Winfield. S. Ruiz and 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: There was an update to the minutes from January. Pam Reinhardt came in late at 5:40 pm so the minutes were approved with corrections. Marge Brown moved for, and Chris Peacock seconded, approval of the minutes of the January meeting. The motion passed unanimously.

Financial Report: Pam Reinhardt moved for, and Marge Brown seconded, approval of the 2017 financial report. The motion passed unanimously.

Chris Peacock moved to resolve, and Marge Brown seconded, approval for payment of bills for January 2017 via an email vote. The motion passed unanimously as **Resolution #18-16/17**.

Director's Report: See attached.

New Business:

Appointing and Swearing in of Secretary: Motion made to appoint Barbara Winfield as Secretary. Chris Peacock moved for and Linda Pomes seconded approval. Motion passed unanimously. Kevin McDonough swore in Barbara Winfield as Secretary

Personnel Appointment: Pam Reinhardt moved for, and Chris Peacock seconded, approval of the hiring of Veronica Daub as part-time library clerk at the Delaware Free Branch at \$9.75 per hour for 7 hours per week. The motion passed unanimously.

Annual Report: In anticipation of the yearly Annual Report being submitted to New York State Division of Library Development, the Western Sullivan Public Library has operated under its plan of service in accordance with the provisions of the Education Law and the Regulations of the Commissioner, and assures that the 2016 Annual Report was reviewed and accepted by the Board. Linda Pomes made such resolution and Chris Peacock seconded. Motion passed unanimously as **Resolution #19 -16/17**



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Bullet Aid Spending Plan: Abram VanHassel is requesting approval for purchases using the 2015-2016 State Bullet Aid money. A proposal is included with the board packet. Chris Peacock made a resolution and Marge Brown seconded. Passed unanimously as **Resolution #20 -16/17**

2017-2018 Budget: The Four Year Budget Projection and Potential Staffing Plan was discussed. Anticipating the State's increase in the minimum wage, Kristin White distributed Excel Sheets outlining the projection to the Board. Chris Peacock made a motion and Linda Pomes seconded, for the proposed 2017-18 Budget to be submitted for a public vote. Board voted as follows: .B. Winfield, C. Peacock, P. Reinhardt, L. Pomes, K. McDonough approve. M. Brown, abstained. Motion passed.

Chris Peacock made a resolution and Pam Reinhardt seconded **Resolution #22 -16/17:**

Whereas, the adoption of the 2017-2018 budget for the Western Sullivan Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it resolved, that the Board of Trustees of the Western Sullivan Public Library voted and approved to exceed the tax levy limit for 2017-2018 by at least the sixty percent of the board of trustees as required by state law on February 27, 2017.

Budget Date Vote: Pam Reinhardt moved for, and Chris Peacock seconded, approval of the date Wednesday April 26th 2017 for the Budget vote, to be held between 2-8 pm at all three WSPL Branches. In addition there will be an information session on April 10th at 4:30 prior to the regular WSPL BOT meeting at the Callicoon Branch. The motion passed unanimously.

It was noted that we need to find a new Trustee to take over the remainder of the term left open by Dorothy Hartz.

Unfinished Business: Health Insurance Buyout. Marge Brown made a resolution and Linda Pomes seconded, **Resolution #22 -16/17**, to approve a Health Insurance Buyout in the amount of \$2000 for Raina Bowes. Motion passed unanimously

Committee Reports:

Buildings: No Report

Personnel: No Report

Donations: No Report

Finance: No Report

By-Laws: Discussion regarding a Library Treasurer will be taken up with the By-Laws Committee in the near future.



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Nominating: No Report

Local History: No Report

FOL Liaison Report: No Report

Executive: No Report

Friends of the Library Report: Catherine Scott had to resign as President due to family issues.

Dates to Remember:

President's Day, Libraries Closed, February 20, 2017

NYLA Advocacy Day, Albany, March 1

Correspondence: None

Adjournment: The meeting was adjourned at 6:19 pm Marge Brown moved for, and Linda Pomes seconded, approval of the minutes of the February meeting. The motion passed unanimously.

Next meeting will be in Narrowsburg March 13, 2017 at 5 p.m.

Barbara Winfield
Secretary



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DIRECTOR'S REPORT

Jeffersonville Branch

February 13, 2017

Building: no report

Personnel: no report

Professional Development:

1. Kristin attended an Annual Report workshop at RCLS on January 19th
2. Kristin met with Grace Riario on January 19th to discuss staff salaries in accordance to our Strategic Plan
3. Kristin attended a SUPLA meeting on January 20th
4. Kristin had lunch on January 27th with Kristin Fowler, the new director in Livingston Manor
5. Kristin attended a Director's Association Executive Committee meeting on February 1st. There were two items of discussion. One item of discussion was the consolidation of I-Types. I-Types are the loan periods, renewals, and amount of fines charged. The Director's Association has asked that these items be looked at to make them more uniform across RCLS. The second item of discussion was what happens to a library that is not in compliance with ANSER policies and/or the Director's Association By-Laws. This item has been sent to the Director's Association's By-Laws committee for further review.

Programs/Grants:

1. We have lots of fun and educational programs scheduled for February. We have two budgeting classes scheduled along with a Safe Browsing class all scheduled through the PCC. We have activities planned on February 4th-National Take Your Child to the Library Day. We have a webinar with Dr. Atul Gawande who will speak about aging adults' efforts to maintain autonomy. The first Winter Story Time session wraps up at the beginning of February and the second session starts at the end of the month. We also have a Food, Longevity, and the Power of Green Smoothie presentation planned. Plus all our regular, ongoing programs. See WSPL Newsletter for more information

Finance: no report

Other:

1. Stephen Hoefler 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. We are planning to implement the Blue Cloud e-Commerce cash drawers at the libraries in Callicoon and Narrowsburg this winter. Audra Everett, Assistant Director, is scheduling this with the respective branch managers.
3. Kristin is still working on 2015 and 2016 stats presentation.
4. Callicoon and Jeffersonville closed early on January 10th due to inclement weather



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5. All 3 branches opened late on January 11th due to inclement weather
6. Callicoon and Jeffersonville closed early on January 17th, closed early due to inclement weather
7. All 3 branches opened late on January 18th due to inclement weather
8. All 3 branches closed early on January 23rd due to inclement weather
9. All 3 branches were closed on January 24th due to inclement weather
10. All 3 branches closed early on January 31st due to inclement weather
11. Kristin will be on vacation from February 21-24
12. Joan Papa is retiring from volunteer service at the Jeffersonville Branch.