



Western Sullivan Public Library

Approved Minutes of Board of Trustees Meeting June 12, 2017 Tusten-Cochecton Branch

Attendees: M. Brown, K. McDonough, C. Peacock, P. Reinhardt, B. Winfield, S. Ruiz, M. Solomon, L. Pomes, E. Eisenberg

Staff: Kristin White, Director

Public Comment Period

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: Pam asked for an amendment to the minutes: Regarding possible Budget Workshops, change wording from: find a neutral space to hold workshops to: should we decide to hold workshops. Marge Brown moved for, and Chris Peacock seconded, to approve minutes of the May meeting with the amendment. The motion passed unanimously.

Financial Report: Chris Peacock moved for, and Linda Pomes seconded, approval of the May 2017 financial report. The motion passed unanimously. Linda Pomes moved to approve May 2017 bills, Sue Ruiz seconded. The motion passed unanimously as **Resolution #32 -16/17**.

The Jeffersonville Branch had received a notice of termination of NYSEG service for non-payment. There has been an ongoing problem with NYSEG, although the payment for the bills had been sent, NYSEG claims that they have not received payments in the past two months for both Jeffersonville and Tusten-Cochecton Branches. Kristin White has been trying to sort this problem out. It turns out that NYSEG had been charging the wrong accounts. Kristin White asked the Board for a resolution to approve a stop payment on 4 checks, Each check would cost \$30.00 for a total of \$120.00 to cancel, including the original NYSEG payments. Sue Ruiz moved for, and Linda Pomes seconded, the approval of this payment. The motion passed unanimously as **Resolution #33 -16/17**.

Director's Report: see attached

New Business:

Swearing in of Newly Elected Trustee: At 5:22 pm Evan Eisenberg was sworn in by BOD President Kevin McDonough

Tusten Heritage Community Garden Report:



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Kristin White, Kevin McDonough, and Matt Solomon plan to meet to discuss requirements for renewing the Tusten Heritage Community Garden lease. They will report back to the board next month.

DEL Repointing Project

The Board met the Architect Buck Moorhead via Skype and telephone conference call regarding plans for the DEL Repointing Project. Buck showed blueprints of the project and what needed to be done. There is water damage on one side of the building and leaking windows. Brick work has to be repointed on long walls located on each side of the building, since this is an old building this has to be carefully done. Also two bathroom windows have to be replaced. Contractor has not returned calls from Buck Moorhead or Kristin White. Steps located on the side of the building have to be reset and regouted. Buck will give an estimate on cost. WSPL will ask for sealed bids for this work. NYS Construction Grant is \$30,000, will need more funds to complete this.

The Board has decided to wait to go out to bid until further funding options have been explored. The Board is requesting information on whether the NY State Library Construction Grant can be altered to only include one side of the building for repointing purposes and also they would like to submit a letter to Aileen Gunther requesting CCAP money for the project.

PCC Purchase

Abram VanHassel received a quote from a Stem Fuse for \$1000.00 to purchase a lesson plan for the 3D printer. The money would be taken from the Programs-PCC line item. Marge Brown moved for, and Sue Ruiz seconded, approval of withdrawing \$1000.00 from the Programs-PCC line item to purchase this lesson plan. The motion passed unanimously as **Resolution #34 -16/17**.

Sullivan County Plans and Progress Grant

Approval to apply for a Sullivan County Plans and Progress Grant is needed before before submitting the application by the deadline of July 7, 2017. The focus of the application is the sidewalk replacement project in Callicoon. Chris Peacock moved for, and Linda Pomes seconded, approval of applying for this Grant. The motion passed unanimously.

Unfinished Business

Irma's sendoff party:

NAR on Wednesday June 28th from 4-6PM. All branches will close at 3:30PM that day.

The FOL: Beth Peck has suggested dissolving the Friends of The Library and starting a new group. Kristin White will meet with current members and find out how they would like to proceed. The Book Sale will probably not be affected by this change.

Committee Reports:

Personnel: Sue Ruiz, Chris Peacock and Kevin McDonough met with Kristin White regarding the Director Evaluation.



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Donations: No Report

Finance: No Report

Buildings: No Report

Bylaws: Committee will meet next week.

Nominating: No Report

Local History: No Report

FOL: No Report

Executive: No Report

Dates to Remember:

Correspondence: None

Adjournment: The meeting was adjourned at 6:54 pm upon motion of Marge Brown, seconded by Linda Pomes. Motion passed unanimously.

Next meeting will be in Callicoon July 10, 2017 at 5 p.m.

Barbara Winfield
Secretary



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DIRECTOR'S REPORT

Tusten-Cochecton Branch

June 12, 2017

Building:

1. Kristin met with Mike Gorr to discuss an estimate to replace the bluestone patio, the side sidewalk, and the back parking lot at the Delaware Free Branch. Mr. Gorr will also provide an estimate to remove the in-ground oil tank.
2. Construction on the Laundry Creek bridge in Jeffersonville has started. Center Street is closed until further notice.

Personnel:

1. All staff evaluations are complete and on file in the appropriate personnel files.

Professional Development:

1. Kristin White attended a construction workshop at RCLS on May 24th. The focus of the workshop was a review of eligible projects. A mandatory workshop is scheduled for August 2nd for anyone who is applying for a construction grant.
2. Kristin White met with other Sullivan Library Directors that are regulated by civil service and also with Grace Riario on June 8th to finalize updates to Civil Service Job Descriptions before submitting them to Sullivan County Personnel for review and updates.
3. The next staff meeting has been scheduled for July 6th. All three branches will open late that day.

Programs/Grants:

1. The library has some exciting for June. Summer Reading registration for youth will be at the Delaware Youth Center on June 3rd. There is also an adult Summer Reading Program being planned again this year. Back by popular demand is line dancing. There is a newly formed book group in Narrowsburg. There is a technology course being offered in June: Introduction to Spreadsheets. All of our ongoing programs are still being offered and seeing good attendance.
2. Abram VanHassel has updated the PCC open hours for the summer as follows: DEL Monday 1-4PM; NAR Wednesday 4-7PM; and JEF Friday 10AM-1PM.
3. We have received official word from NY State Division of Library Development that our construction grant application for the repointing project in Callicoon has been approved. We will receive \$29,274 towards the project.

Finance:

1. Kristin White spoke to Peg Luty, District Clerk, about hosting future budget workshops at the school. Ms. Luty outlined the school budget vote process and invited the library director to be a part of the community forum portion of the school budget process. She also stated that the library could host their budget workshop at the school. We would need to decide on a date and submit an application in order to reserve space.

Strategic Plan: no report



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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.**