



# Western Sullivan Public Library

**WESTERN SULLIVAN PUBLIC LIBRARY**  
**Approved Minutes of the Board of Trustee's Meeting**  
**January 9, 2017**  
**Delaware Free Branch**

**Attendees:** President Kevin McDonough, M. Brown, M. Solomon, C. Peacock, L. Pomes, P. Reinhardt (arrived 5:40PM)

**Staff:** Kristin White

**Call to Order:**

President K. McDonough called the meeting to order at 5:12 p.m. The Pledge of Allegiance followed. President McDonough reported that while the December meeting had been cancelled due to inclement weather, the board voted, via email to authorize the payment of the November bills.

**Approval of the Minutes:**

M. Solomon made a motion, seconded by C. Peacock, to approve the November minutes. Motion passed unanimously.

**Financial Report:**

Director K. White reported that there was a repair emergency at the Delaware Free Branch.—DJS repaired the problem and submitted a bill in the amount of \$1,600.10. M. Solomon made a resolution, seconded by C. Peacock, to pay the bill. Motion passed unanimously as **Resolution #15-16/17**. M. Solomon made a motion, seconded by L. Pomes, to approve the Financial Reports. Motion passed unanimously.

**Director's Report:**

M. Solomon made a motion, seconded by C. Peacock, to approve the changes in salary and position among personnel as described in the Director's Report. Motion pass unanimously.

Director White reported the new mileage rate for 2017 had been established at \$.53.5 per mile. M. Solomon made a resolution, seconded by L. Pomes, to authorize the library to use this amount for mileage reimbursement for 2017. Motion passed unanimously as **Resolution #16-16/17**.

**New Business:**

The Tusten-Heritage Community Garden has submitted their proof of insurance as required by their lease agreement. President K. McDonough noted that the lease for the Tusten-Heritage Community Garden' expires in May, and suggested that questions and concerns about the group's status and their agreement be addressed by that time, before a new agreement is signed.



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M. Solomon made a resolution, seconded by C. Peacock, to approve three policy changes: 1) a change in the Rules of Governance (changing the order of the agenda); 2) the Relationship between Friends of the Western Sullivan Public Library (FOWSPL) and WSPL and 3) a memorandum of Understanding between FOWSPL and WSPL. These changes had been recommended by the By-Laws Committee. Motion passed unanimously as **Resolution #17-16/17**.

M. Solomon made a resolution, seconded by C. Peacock, to approve a health insurance buyout for Raina Bowers. The buyout amount is to be pro-rated. Amount TK. Motion passed unanimously as **Resolution #18-16/17**.

M. Solomon made a motion, seconded by C. Peacock, to go into Executive Session. Motion passed unanimously. The Board went into Executive session at 5:56 p.m. The Board came out of Executive session at 6:22 p.m.

M. Solomon made a motion, seconded by C. Peacock, to accept Dorothy Hartz's resignation. Motion passed unanimously.

### **Committee Reports:**

**Personnel:** K. McDonough reported that S. Ruiz, Personnel committee chairperson, who could not attend the meeting due to a broken ankle, had begun preparation for the Director's annual review.

**Donations:** M. Brown reported two donations, \$ 100.00 and a matching \$ 250.00 donation.

**Finance:** The committee is waiting for the health insurance rates to be released before presenting a tentative 2017-18 budget. Hopefully they will be released before the next meeting.

**Executive:** No report.

**Local History:** K. McDonough reported that he had written Giles Ebert explaining the board's decision not to archive and display his artifact collection at the WSPL.

**Friends of the Library:** M. Solomon liaison Board member to the FOL, gave a brief report. He said they are working to collect dues from current members.

**Correspondence:** K. McDonough read a thank you note from Grace Riario, RCLS Assistant Director and Outreach Coordinator who had made a presentation at the November WSPL BOT meeting.

**Adjournment:** M. Brown made a motion, seconded by P. Reinhardt, to adjourn. Motion passed.

Respectfully,  
Marguerite Brown  
Interim Secretary



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## DIRECTOR'S REPORT

Delaware Free Branch

January 9, 2017

### **Building:**

1. We are seeing some mold in the basement in Callicoon due to the building leaking during strong storms.
2. We had the window in the director's office closed off between the office and the library due to the bookkeeper's and director's desks being unlocked on several occasions. We are certain that the desks were locked when we left for the day. We cannot figure out how anyone would be getting into the office other than the window. The window does not lock and is easily accessible from the library.
3. Cindy Menges is working with Solarize Sullivan. We turned in a form for each library for more information. No further action needed at this time.

### **Personnel:**

1. Jennifer Olsen has accepted the Library Manager position in Jeffersonville on a permanent basis. She received a bump in salary to \$29,120.00 per year on a full time basis.
2. Raina Bowers has accepted a full time Library Clerk position to fill Jennifer Olsen's clerk hours. Her starting salary is \$20,020.00 per year. Her hours will be split between Jeffersonville and Callicoon.
3. We have appointed Madeleine Wootan as Library Clerk as she passed her clerk exam. Her hours and pay rate remain the same: part time, 26 hours per week split between Callicoon and Narrowsburg, for \$11.33 per hour.
4. We have offered Antonia Nemecek a position as Library Monitor to fill in at the desk as needed and also plan and implement story time at all three branches. Antonia has been a Library Page in Narrowsburg for several months now. She will be working on a part time basis, 20 hours per week, at \$11.00 per hour.
5. We have decided to put the search for a full time Youth Services person on hold for the time being due to lack of interest in the position. We will work on planning and implementing programs for youth with existing staff.

### **Professional Development:**

1. Kristin attended a Friends of the Library meeting on November 9th. The discussion was mainly about the future of the group. They are currently planning their Holiday Book Sale. They held a meeting on November 30<sup>th</sup> to discuss the book sale. Kristin did not attend this meeting. Cat Scott, interim FOL President, is also discussing the communication chain of command with them and also requesting that the library key be returned to the library. The FOL group will be able to 'check the key out' when it is needed for book sales.
2. Kristin attended a workshop at RCLS entitled "How to Managing an Aging and/or Disabled Workforce for Civil Service Libraries" on November 16<sup>th</sup>.



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3. Kristin attended a SUPLA meeting with the Personnel Officer for Civil Service on November 28<sup>th</sup>. The meeting was to start a conversation about updating civil service titles. Grace Riario attended and offered to write the titles on behalf of SUPLA. Grace has done this for other RCLS Civil Service Counties. The Personnel Officer agreed that it would be helpful if Grace, in conjunction with the Sullivan County Civil Service libraries, write proposed updates to the civil service titles that the libraries use.
4. The Director's Association agreed to start a trial of eliminating the "L" type from all audiovisual materials. This trial will start in January 2017 and run until the Director's Association meeting in May 2017. This trial will work just like the trial, and subsequent permanent elimination, of the L-type on print materials earlier in 2016.
5. Kristin attended the RCLS Board Meeting as the Director's Association representative. The RCLS board would like to start attending member library board meetings sometime in the near future.
6. Kristin is meeting with the managers on January 9<sup>th</sup> to start discussing the survey results from 2015 and find ways to make changes and/or implement new practices based on the feedback received in those surveys.

### **Programs/Grants:**

1. The Library will be participating in Dickens on the Delaware on December 10<sup>th</sup> in Callicoon. We will have a program about the history of gingerbread.
2. We will have a gingerbread program at the libraries in Narrowsburg and Jeffersonville in December
3. We will have the 3D printer from SUPLA for a program in Narrowsburg
4. The Facebook for Business class was rescheduled due to inclement weather. The class will be in December now.
5. The gingerbread cookie decorating was canceled due to inclement weather but was rescheduled for Tuesday December 27<sup>th</sup>.
6. Kristin previously reached out to Aileen Gunther's office inquiring about CCAP money for the renovation project in Jeffersonville. She followed up about that inquiry and also asked for money for the Callicoon Repointing project. She has not hear back from either inquiry. The board might want to send a letter or a phone call asking about money.
7. Kristin has researched several grant opportunities for historic preservation to no avail. None of the grants will cover construction with the exception of one from the USDA. However in order to qualify for this grant, our median household income must be less than \$52,000. None of our areas in our service district is below this level.
8. See WSPL Newsletter

### **Finance:**

1. We received our tax appropriation check for \$656,820.89
2. There has been an injunction on the U.S. Department of Labor (DOL)'s changes to the Fair Labor Standards Act. At this time we are awaiting further information. This change should not affect the library as we do not have employees routinely work over 40 hours per week.



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3. The standard mileage rate for 2017 will be \$0.535 per mile

### 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 stats presentation.
4. All three branches closed at 3PM on December 7<sup>th</sup> for the Staff Holiday Party. The Managers, Assistant Director, and Director pay for the staff to go bowling and eat pizza each year. The staff look forward to spending time together outside the library.
5. All three libraries will be closed on December 24<sup>th</sup> for Christmas Eve and December 26<sup>th</sup> for Christmas-observed Holidays
6. There was a key for a safe deposit found in a file cabinet. The paperwork found with the key dates from 2000. We checked with the bank and the account that is associated with the safe deposit key is no long valid. We will destroy the paperwork and key.
7. We had two employee incidents: Abram VanHassel was shocked by the 3D printer and then the printer would not turn on after shocking him; Heather Ferber had a muscle spasm in her back after she picked up the delivery boxed incorrectly. Neither of these incidents required medical treatment. Both have been documented and are in their respective files.
8. Jeffersonville and Callicoon closed early due to inclement weather on December 6<sup>th</sup>
9. Narrowsburg and Callicoon opened late on December 12<sup>th</sup> due to inclement weather
10. Callicoon and Jeffersonville closed early on December 13<sup>th</sup> due to inclement weather
11. All three branches were closed on December 17<sup>th</sup> due to inclement weather
12. Narrowsburg closed early on December 23<sup>rd</sup> due to the Christmas Holiday and low patron count for the day.
13. Jeffersonville and Callicoon were closed on December 29<sup>th</sup> due to inclement weather
14. Callicoon closed early on December 31<sup>st</sup> due to the New Year's Holiday
15. All three branches were closed on January 2<sup>nd</sup> due to the New Year's Holiday
16. All three branches will be closed on January 16<sup>th</sup> for Martin Luther King Jr Day