

Ellenville Public Library & Museum

January 19, 2015 Board Meeting Minutes

Members Present: President Bertha Donohue, trustees Michelle Mainolfi, Kate Walsh-Eckert, Erin Levine, Nadia Maczaj, attorney Abigail Osgood and Pam Stocking, Director.

The meeting was called to order at 7:08 pm (BD)

Motion to accept minutes (KW-E/NM/unanimous).

Financial Reports

December bills paid after the last board meeting were reviewed and accepted. (NM/KW-E/unanimous)

January bills to be paid were accepted (NM/KW-E/unanimous.)

The Board motioned to close the Bank of America Non-Tax Money account to consolidate with M&T Bank. (NM/KW-E/unanimous).

Petitioners: None.

Correspondence: None.

Committee Reports:

Building and Grounds- The oil tank for Terwilliger House isn't insured. We need estimates for new tanks (inside and outside).

Fine Arts- "Celebrate Ellenville" is up on display (pictures).

Museum Committee- We will meet with the Museum Advisory Board prior to our meeting next month (at 6:30).

Andy Walters finished his strip and reveal of KT's room. The Board approved to continue work on the room fixing problem areas revealed (KW-E/MM/unanimous). His estimate to repair holes, plaster, fiber patching, sanding, sealing, and painting is \$2,185. The goal of the repairs is to make the room a quiet research room.

The Board requested to meet with Bucky Green in person at the next board meeting. Bertha will extend an invitation to him.

Personnel Committee- Vince Napoli of the Ellenville Central School District is continuing to work with Pam and Kristy have the library staff included on the school's insurance plan. Letters from 1953 and 1968 may help.

Eric McCombs is doing well as library security. Abby sent a security check list that will be shared with him.

A letter was written to the Board asking for clarification on why a manager needs to be present during operating hours. We requested that Rosanne Tedesco, Susan Mangan, and/or Asha Golliher (the signatories of the letter) attend the next board meeting so we can clarify and quell any concerns.

Planning Committee- None.

Technology Committee- None.

New Business: Budget Aid money needs to be earmarked for equipment or to enhance library programs. Suggestions from the board included new furniture and toys/activities geared towards boys.

There will be a budget vote on 4/19/16

We need to consider digitizing Board Minutes. This is a big task that will cost an estimate of \$9,000. This will allow minutes to be searchable from the year 1893 to present.

Pam will be using her budget line for an updated time clock.

Nadia gave everyone a packet of goals for the library. This helps us see what we need to work on, and who is responsible for certain tasks. We will read it over and discuss at the next meeting.

Director's Report: Pam presented her timesheet and gave a rundown of her time used/not used this year.

There are several trustee workshops coming up. Schedules need to be checked to see if members can attend.

Asha's report- There are many successful winter programs happening in the library.

Susan's report- There were two holiday break programs. Story time will begin again in February. The library will be taking part in WinterFest at Lippman Park on January 31st.

Motion to adjourn at 8:42 (NM/MM/unanimous).

Our next meeting will be February 16th at 6:30.

Ellenville Public Library & Museum
February 2, 2016
Special Board Meeting Minutes

The Special meeting of the Board was called to order at 5:05pm by President Donohue. Also present were Trustees M. Mainolfi and E. Levine, as well as Pam Stocking, Director and Kristy Wood, Secretary/Treasurer to the Board.

The Board approved a motion to change the date of the Budget Vote and Trustee Election from April 19, 2016 to April 26, 2016 following an MM/EL motion.

The meeting adjourned at 5:07pm following an EL/MM motion.

Ellenville Public Library & Museum
March 21, 2016 Board Meeting Minutes

Members Present: President Bertha Donohue, trustees Michelle Mainolfi, Kate Walsh-Eckert, Nadia Maczaj, attorney Abigail Osgood and Director Pam Stocking. Trustee Erin Levine was absent with cause. Trustee Maczaj acted as secretary to record the meeting minutes.

Board President Donahue called to order the Public Hearing at 7:00pm. The hearing was closed 7:10pm; no attendance.

Board meeting was called to order at 7:10 pm (BD).

Motion to accept minutes from the February meeting (KW-E/MM/unanimous).

Financial Reports

The treasurer's report was accepted (KW-E/MM/unanimous).

Bills paid after the last board meeting were reviewed and accepted (MM/KW-E/unanimous).

March bills to be paid were accepted (MM/NM/unanimous).

A question was raised about the budget analysis apparently reflecting many line items over budget. Pam will follow up with Kristy for clarification.

Petitioners:

There were no petitioners.

Correspondence:

Hudson River Valley Heritage credited a photo from the EPL&M archives on their newest brochure. Kudos to all!

Ms. Lisa Wiles, Superintendent of ECSD, thanked EPL&M for the donation of three copies of the "Images of Ellenville" book for the school.

EPL&M received a grant of \$2,250.00 from the Cultivating Community through the Arts program. This will support our Cinco de Mayo and Into the Light programs.

Committee Reports:

Building and Grounds-

The Board reviewed two proposals to remove the current in-ground oil tank (1000 gals.) at Terwilliger House and replace with an interior basement one. Optima Environmental Services quoted \$8,825.00 to remove and replace with one 275 gal. tank. Goldsmith Fuel quoted two new tanks for \$2,000.00 or one for \$1,400.00, with Landscape Innovators doing the excavation and removal for \$4,500.00 (total \$6,500.00 or \$5,900.00). Motion to accept the bid from Goldsmith/Landscape Innovators (KW-E/MM/unanimous).

The Board approved a proposal from Landscape Innovators for spring cleanup at the same cost as last year. (MM/ KW-E/ unanimous).

The Board approved a proposal from Landscape Innovators for pruning of plantings around EPL&M at a cost of \$1,800.00. (MM/ KW-E/ unanimous).

Fine Arts- no report

Museum Committee- Museum Liaison Maczaj reported that the Museum Advisory Board met on March 3rd. A meeting at Terwilliger House between the BOT and MAB members was proposed for Sat. May 14th, 10am-noon. This will be confirmed with everyone via email.

Ms.Maczaj and Kim Draganchuk, MAB member, will meet Mar.26 to continue work on the Past Perfect Museum collections database with EPL&M staff.

Andy Walters will resume work on KT's room as soon as time allows, possibly this coming week.

Museum hours for the public will return to Wed/Fri 1-4 and Sat 10-3. The Board asked that Pam keep track of staff hours spent on Museum tasks, so that the Board can review staff needs for the Museum in future budget planning.

MAB and staff are working on an exhibit of the local dairy industry, after Mrs. Dumond discovered a ledger from Yama Farms listing data about their cows.

Debbie Stack will once again chair the July Fourth at Terwilliger House event – Board members are invited to help and participate.

Library Day was rescheduled from June 11th to June 4th.

The Board agreed to an kind offer from Mrs. Dumond's granddaughter to explore listing on eBay Museum books and other items that have been declared surplus.

Personnel Committee-

After reviewing possible Health Insurance options for staff, the Board agreed to ask Jonathan Berger at Berger & Solomon to research a plan, staying within current costs. Pam will contact Mr. Berger.

There is no date set as yet for the next contract negotiation meeting with CSEA.

The Board reviewed a draft of Employee Rules of Conduct. This will be part of the Employee Handbook being developed. It is important to offer any necessary training and support for staff and Pam will research the possibility of outsourcing this to a company such as Paychex.

EPL&M does not feel that there is a need for a written policy on Staff use of Copiers & Printers and agreed that the Director should address any such issues directly with staff.

The Board accepted a letter from Library Clerk Robin Slater, announcing that she will retire as of March 30, 2016. The Board thanks Ms. Slater for her years of service and wishes her well.

The Board discussed public hours of the Museum and does not see the need to change them at this time.

Planning Committee- Trustee Maczaj will meet with Pam on Mar.29th to review the long-range plan tasks and assign them to specific staff and Board members.

A draft of updated EPL&M Bylaws was emailed to all Board members for their review. This will be on the agenda for April's meeting.

Technology Committee-

The Board reviewed a draft of an Electronic Technologies Use Policy for staff. This will also be included in the upcoming Employee Handbook.

Susan Mangan, Childrens' Librarian, requested the Board use funds from Senator Bonacic's \$5,000.00 funding to purchase five laptops and a cart. These would enhance various existing programs and allow for new ones. The Board approved the purchase, as well as any software necessary. (KW-E/MM/ unanimous)

Pam reported that Microsoft will no longer be supporting our website hosting after this year. The Board asked that Pam research other options regarding website support and maintenance.

Old Business:

The Board passed a resolution to override the tax cap for the 2017 budget (MM/KW-E/ unanimous)

The Board approved the proposed 2017 budget, to be voted on by taxpayers on Apr. 26th, 2016, from 9:30am to 8pm at the library. (NM/KW-E/ unanimous)

The Board reviewed and accepted the 2015 Annual Report to NYS (MM/KW-E/ unanimous)

The Board tabled a decision on a proposal to digitize, index and transcribe Board & MAB minutes.

The Board approved the Direct Access Plan proposed by RCLS (KW-E/ MM/ unanimous)

New Business:

The Board approved the proposed 2017 budget introduction/ report. (NM/ KW-E/ unanimous)

Pam asked about the Board approving an EPL&M credit card. After discussion, it was clear that a credit card was not needed as there is already a protocol for purchasing.

Outreach Librarian Asha "Lynne" Gollieher requested funds to hire "The Cube" from the Sound and Story project, at a cost of \$3,500.00 for two days. She has already received \$780.00 from Walmart and there is \$220.00 in Adult Programming funds; thus only \$2,500.00 is still needed. The Board approved the request, using monies from the Stedner Fund. (NM/MM/ unanimous)

Director's Report: none

Asha's report- was e-mailed to the board.

Susan's report- was e-mailed to the board.

Literacy- We continue to have a wait list of perspective students.

Motion to adjourn at 9:18 (NM/MM/unanimous).

Our next meeting will be April 18th , 2016.

Ellenville Public Library & Museum

April 18, 2016 Board Meeting Minutes

Members Present: President Bertha Donohue, trustees Michelle Mainolfi, Kate Walsh-Eckert, Erin Levine, Nadia Maczaj, attorney Abigail Osgood and director Pam Stocking.

The meeting was called to order at 7:07 pm (BD).

Motion to accept the revised March minutes (EL/KW-E/unanimous).

Financial Reports

The treasurer's report was accepted (KW-E/MM/unanimous).

Bills paid after the last board meeting were reviewed and accepted (KW-E/NM /unanimous).

April bills to be paid were accepted (KW-E/EL/unanimous).

Members of the board would like to know if financial reports can be e-mailed instead of printed to save the library paper and ink.

Petitioners: None

Correspondence: The Girl Scouts thanked us for the donation of Girl Scouts memorabilia that did not fit in our mission and purpose as a library/museum. An e-mail was received from Paul Haskel in recognition of the library's use for the Iris Stedner funds for "The Cube". Iris' name should be mentioned during future mention of "The Cube."

Committee Reports:

Building and Grounds- The oil tank has not yet been dug up.

Fine Arts- There is art on display from the Smart/Heart Bells.

Museum Committee- There will be a reception/launch for "The Cube" on October 21st which will last all weekend. MAB welcomes suggestions on community elders to interview. M. Dumond would like both MAB and BOT members to consider for their June meetings of people/skill sets to have for future MAB and BOT members.

KT's room is still under construction.

There is a Chamber Mixer on May 18th from 5:30-7:30. Please consider bringing light refreshments.

MAB is starting to process the minutes of their meetings more quickly, within two week of the meetings.

The MAB would like to join the Museum Association of N.Y. with more information to follow.

MOTION- The board agrees to the deaccession of several items (see list). All items were in poor shape or were duplicates (KW-E/MM/unanimous).

Personnel Committee- Health insurance plans are difficult to find based on our needs.

The Board approved the Employee Rules of Conduct (MM/KW-E/unanimous).

Planning Committee-

The long range plan needs completion dates inputted, Nadia offered to keep track. The staff may have a program that helps delegate tasks.

The by-laws will be resent for board review by Nadia so that we can vote on them next month.

Technology Committee-

MOTION: The board motions to accept the Electronic Technologies Use Policy (KW-E/EL/unanimous). The Technologies Use Policy needs to be put in the handbook and signed by staff and kept on file.

Old Business: The budget vote is Tuesday, April 26th. We are tabling the estimate to approve the digitized minutes until we receive an updated count on minutes.

The credit card proposal was declined by the board as there is a debit card that can be used for emergency purposes.

New Business:

The Freedom to Read Statement is being tabled for now.

The board will meet with Amanda from PayChex to see what our options for payroll are.

The newsletter masthead will remain as is.

Royalties from Arcadia were received and are being deposited into the library's account for future use.

MOTION: to accept sales agreement for Samantha Gordon to sell surplus items on eBay (KW-E/MM/unanimous).

Director's Report: All is going well. Dylan Foley concert and classes are well attended.

Asha's report- was e-mailed to the board.

Susan's report- was e-mailed to the board.

Motion to enter executive session for personnel matter/not to reconvene was called at 8:37 by Bertha Donohue.

Motion to exit executive session and adjourn was at 9:23 (KW-E/unanimous).

Our next meeting will be May 16, 2016.

Ellenville Public Library & Museum

May 16, 2016 Board Meeting Minutes

Members Present: President Bertha Donohue, trustees Michelle Mainolfi, Kate Walsh-Eckert, Erin Levine, Nadia Maczaj, attorney Abigail Osgood and director Pam Stocking. **Others present:** Amanda Gesztesi

The meeting was called to order at 7:00 pm (BD).

Amanda Gesztesi from Paychex came to discuss using an automated system for our paychecks. Paychex will help us stay compliant, will take full liability and will provide services (HR, an employee handbook, a formalized packet for new employees). There will be trainings provided. Paychex will not replace an employee of the library.

Motion to accept the revised April minutes (NM/MM/unanimous). In the future the minutes should have a header that says "FINAL" so we do not have any confusion.

Financial Reports

MOTION: The treasurer's report was accepted (KW-E/EL/unanimous).

MOTION: Bills paid after the last board meeting were reviewed and accepted (KW-E/MM /unanimous).

MOTION: May bills to be paid were accepted (MM/KW-E/unanimous).

MOTION: The bill from Andy Walters was accepted for the completion of work on KT's room (MM/KW-E/unanimous)

Members of the board would like to know if financial reports can be e-mailed earlier so we have time to review them before the meeting. We would also like bills that were submitted after our 'bills to be paid' list is created be tabled until the next month if possible.

Petitioners: None

Correspondence: None

Committee Reports:

Building and Grounds- The oil tank was dug up and removed with no problems. The library board had the honor of getting a museum tour where we saw the new tanks along with the work that is needed on the museum. We would like to thank the MAB for sharing their day with us.

The buildings passed the fire inspection on April 19th.

As per the Circuit Rider Consultation, when the spring clean up is completed outside, mulch should be kept away from the building and stone should be used.

Fine Arts- There is art on display from the SmartBells.

Museum Committee-

Jeff Slade is continuing to work with the MAB on restoring historical markers.

The owl in the museum went to Tom's taxidermy for cleaning and repair.

The clock that has been broken is being looked at. Estimated repairs will run between \$250-\$450.

MOTION: To pay Andy Walters \$346.24 to make a radiator box in KT's room (EL//MM/unanimous).

Asha, Pam, Kim and Nadia are working on PastPerfect.

There is a Chamber Mixer on May 18th from 5:30-7:30. Kate and Erin have a PTO event that night and send their regards. Bertha is looking to see if she can be there in time for the opening introductions.

The Excession Review Committee will now meet prior to the MAB meetings. Mrs. Dumond pointed out that the museum is short staffed and cannot complete the work that is required at the museum. The library board noticed the same concern while on the tour. We need to look into what is required to help staff the museum, and where we can find the money in the budget.

MOTION- The board agrees to add a group to the Museum Association of New York (M.A.N.Y.) at the membership cost of \$150.

MOTION- The board agrees to the de-exession of a folding chair that is to be sold on Library Day (EL/MM/unanimous).

Personnel Committee- Executive session called at 8:30 (BD/NM). Exit executive session at 8:45 (BD/EL)

Planning Committee-

Pam was given two programs to look into for task delegation.

The by-laws will be resent for board review by Nadia so that we can vote on them next month.

Technology Committee- None

Old Business: The budget passed and Michelle Mainolfi won the election.

The board is not comfortable approving the Freedom to Read Statement at this time.

New Business:

MOTION: The board motions to accept Abby's work with Dwight Coombe on RFPs as the Marshall and Sterling contract is up in August (MM/KW-E/unanimous).

Director's Report: Pam is on vacation next week and the week of June 6th.

Asha's report- was e-mailed to the board. The board would like to thank Asha for her amazing work obtaining grants for the library.

Susan's report- was e-mailed to the board.

MOTION: to adjourn at 9:25 (EL/KW-E/unanimous).

Our next meeting will be June 20, 2016.

Ellenville Public Library & Museum

June 20, 2016 Board Meeting Minutes

Members Present: President Bertha Donohue, trustees Nadia Maczaj, Michelle Mainolfi, Kate Walsh-Eckert, Erin Levine, attorney Abigail Osgood and director Pam Stocking. **Others present:** Jim Welch

The meeting was called to order at 7:00 pm (BD).

Motion to accept the revised May minutes (NM/MM/unanimous).

Financial Reports

MOTION: The treasurer's report was accepted pending a change in item #56 to reissue a check payable to the correct vendor (KW-E/EL/unanimous).

MOTION: Bills paid after the last board meeting were reviewed and accepted (KW-E/EL/unanimous).

MOTION: May bills to be paid were accepted (KW-E/NM/unanimous).

Petitioners: Jim Welch from Just Right HVAC attended to inquire about the status of the AC unit.

Correspondence:

A letter with a \$250 donation was received from John Kisch. They had a concert at their house and raised money which is to be earmarked for Adult and Family Cultural Programming. The donation was made by Alexander Carpet Co, Inc.

A letter was received from Janet Colburn informing us what a lovely time she had at Library Day, and hopes that this event will continue in the future.

Letters from Hilary Ramming's ENL students were received thanking us for program services they attended at the library.

Can correspondence be sent to board members via e-mail to read prior to the board meeting? Also, Bertha suggested that the thank you notes like the one from students should be in our newsletters.

Committee Reports:

Building and Grounds-

A donation of labor was given to us by Goldsmith Fuel Oil. A letter of thanks was sent to Scott Little.

Baby changing stations need to be provided in the men's room. To solve this issue, we will make the restrooms "family rooms" which do not specify a single gender. This will solve future issues we may find with the bathroom situation. We need to change signage to reflect our changes.

The A/C unit needs to be looked at and dealt with in a timelier manner. Three quotes came in. Two suggested replacing the entire unit (Jim Hornbeck- \$14,500, Jeff Lowe- \$39,980-without labor), and one from Seth Wood from Just Right HVAC to replace the compressor for \$12,031.47. We feel the quotes are a little high and want to explore two other local options and warranties before we make this huge decision. Voting will take place via e-mail to speed up the process for our library staff who are making due with fans.

Fine Arts- There is art on display from Bill Winters

Museum Committee-

Updates were given by Nadia. Staff will all need training on Past Perfect in the near future, in the meantime Pam will schedule time for them to explore the system via tutorials. . KT's room has a new rug and radiator cover. The Seth Thomas clock is now working and will return to the museum as soon as the repairman monitors it as working through an entire cycle. . The owl is cleaned and back. The eagle may have a spot in a more appropriate location shortly. There will be an open house on July 4th from 11-2. All are encouraged to attend. The MAB defined guidelines for deaccessioning items in a packet provided to board members. Name suggestions were given to be potential MAB members. A cleaning crew/person needs to be considered for the museum as the upkeep is too much for our staff to do alone. MAB minutes will be e-mailed to the board in the future so we can only discuss pressing matters.

MOTION: To accept Debbie Stack's letter for replace Andy Helgesen's spot on the MAB for the next 4 years (EL/NM/unanimous).

RESOLUTION: The board of trustees approves MAB's recommendation of June 16th to deaccession and declare surplus the following items in EPM's current collection (see attached list) (KW-E/EL/unanimous).

Personnel Committee- Executive session called at 8:04 (BD/EL). Exit executive session at 8:10 (BD/EL).

Negotiations were approved by library staff.

MOTION: to accept the preamble of the new contract with CSEA and the contract itself (NM/EL/unanimous).

Management would like us to consider a pay raise for Kurt Kells a current contract worker who is making \$15/hr.

MOTION: to hire a 4th part time clerk to replace a clerk who left (KW-E/MM/unanimous).

MOTION: to approve the hiring of Michael Johnson as replacement security monitor, effective June 20, 2016 at \$12.00 an hour, for Eric McCoombe who left due to scheduling conflicts (KW-E/EL/unanimous).

Planning Committee-

MOTION: to accept revised by-laws as presented by Nadia (KW-E/EL/unanimous).

Technology Committee- Asha did a wonderful presentation on library websites. We need to look at other area sites to see what changes we like/dislike. The time frame for RFP is the end of the year, but this will begin prior to that.

Old Business:

MOTION: to begin the use of PayChex on a weekly basis (KW-E/EL/unanimous). This will free Kristie up for other work, but will not replace her position. We will start with the payroll piece and consider the handbook after ours is complete.

Pam would like to recognize and thank Bertha for her many years of service as board president. She has worked very hard to bring the business side back to the library.

New Business:

Director's Report:

Asha's report- was e-mailed to the board.

Susan's report- was e-mailed to the board.

MOTION: to adjourn at 9:13 (EL/KW-E/unanimous).

Our next meeting will be July 18th

Ellenville Public Library & Museum
July 18, 2016 Board Meeting Minutes

Members Present: President Bertha Donohue, trustees Nadia Maczaj, Michelle Mainolfi, Kate Walsh-Eckert, Erin Levine, attorney Abigail Osgood and director Pam Stocking.

The meeting was called to order at 7:04pm (BD).

Oath of Office: taken by Michelle Mainolfi for her current term as library trustee and auditor of bills.

MOTION: to accept the appointment of officers and committees (removing the technology and fine arts committees) (KW-E/NM/unanimous).

OFFICERS OF THE ELLENVILLE PUBLIC LIBRARY AND MUSEUM
JULY 2016 – JUNE 2017

PRESIDENT	BERTHA DONOHUE
FIRST VICE PRESIDENT	NADIA MACZAJ
SECOND VICE PRESIDENT	CATHLEEN WALSH-ECKER
AUDITOR OF BILLS	MICHELLE MAINOLFI
SECRETARY	ERIN LEVINE

COMMITTEE APPOINTMENTS

PERSONNEL COMMITTEE	BERTHA DONOHUE (CHAIR) MICHELLE MAINOLFI
BUDGET COMMITTEE	BERTHA DONOHUE (CHAIR) MICHELLE MAINOLFI PAM STOCKING
BUILDING & GROUNDS COMM.	CATHLEEN WALSH-ECKERT (CHAIR) ERIN LEVINE
MUSEUM COMMITTEE	NADIA MACZAJ (CHAIR)
PLANNING COMMITTEE	NADIA MACZAJ (CHAIR)
CLERK	PAM STOCKING
ATTORNEY	ABIGAIL OSGOOD
ACCOUNTANT	GUY GOLDSMITH
TREASURER	CAROL LOUNSBERY

MUSEUM ADVISORY BOARD

MARION DUMOND
BUCKY GREEN
DEBBIE STACK
KIM DRAGANCHUK

BANKS

GENERAL FUNDS
PAYROLL
INVESTMENT & SAVINGS

BANK OF AMERICA
STERLING NATIONAL
M&T
BANK OF AMERICA
STERLING NATIONAL
JEFF BANK

NEWSPAPER
ALTERNATE OFFICIAL
NEWSPAPER

SHAWANGUNK JOURNAL
TIMES HERALD RECORD

Motion to accept the revised June minutes (NM/KW-E/unanimous).

Financial Reports

MOTION: The treasurer's report was accepted (EL/MM/unanimous).

MOTION: Bills paid after the last board meeting were reviewed and accepted (EL/KW-E/unanimous).

MOTION: June bills to be paid were accepted, holding the AC check upon completion (KW-E/EL/unanimous).

Petitioners: None

Correspondence: None

Committee Reports:

Building and Grounds-

The B&G and MAB committees are going to meet to do a walk-through on August 5th at 1:00.

There should be a sign on the door to apologize for the A/C being out of use until it is fixed. A note will be written thanking patrons and employees for their patience during the inconvenience.

The bathrooms still need new signage as well as to be rekeyed.

The alarm problem has been fixed as it was not working for 4 days. The library is going to get a discounted bill reflecting the time it was not in service.

The oil tanks in the museum are not up to code. They are residential tanks and need to be commercial ones. Scott Little will be contacted when he returns to town.

Museum Committee-

Updates are being sent via e-mail.

MOTION: to deaccession item 12.019 (framed watercolor) (KW-E/MM/unanimous).

Personnel Committee-

Negotiations: Susan's contract has been signed.

Kurt Kells, a contract worker, who works maintenance needs a contract written up as he has been working for the library for many years now without one.

Andrea Smith was appointed as a part-time clerk at a rate of \$12/hr. We need information to see if we can get a clerk for the museum. Pam will check with Civil Service to see what needs to be done.

Planning Committee-

Kristy and Nadia are working on the long range plan and tasks including a computerized task program.

Old Business:

None

New Business:

BBG&G Advertising of Campbell Hall, New York will be on grounds this Thursday (July 21st) for a photo shoot as part of an Ulster County tourism project. Kurt Kells will be asked to clean up the library, if possible, prior to the shoot.

Director's Report:

The library was closed at 2 pm on Friday due to the heat.

Pam gave the trustees a pamphlet for the Trustee Leadership Session in September.

MOTION: To send three employees to the NYLA conference. The board will agree to pay for one hotel room on top of conference fees and mileage as negotiated in the contract (MM/EL/unanimous).

Asha's report- was e-mailed to the board and will be filed with library minutes.

Susan's report- was e-mailed to the board and will be filed with library minutes.

MOTION: to enter executive session to discuss personnel matters not to reconvene at 7:54pm

Our next meeting will be August 15th.

Ellenville Public Library & Museum
August 15, 2016 Board Meeting Minutes

Members Present: President Bertha Donohue, trustees Nadia Maczaj, Michelle Mainolfi, Kate Walsh-Eckert, Erin Levine, attorney Abigail Osgood and director Pam Stocking.

The meeting was called to order at 7:04 pm (BD).

Motion to accept the revised July minutes (NM/EL/unanimous).

Financial Reports

MOTION: The treasurer's report was accepted (NM/EL/unanimous).

MOTION: Bills paid after the last board meeting were reviewed and accepted (EL/KW-E/unanimous).

RESOLUTION: to give authority to the treasurer to pay regularly re-occurring bills (examples: water, electric, internet) without specific Board approval effective 8/16/16 to 12/31/16.

MOTION: July bills to be paid were accepted (KW-E/EL/unanimous).

Petitioners: None

Correspondence:

A letter to the Board was received from Camille Regholec expressing concern about the lack of a locking buzzer system in the bathrooms. The Board feels the buzzer system provides a false sense of security and does not prevent incidents from occurring.

A letter from Lenny Distel was received asking if we would like to apply for our annual tax cap waiver. The Board would like to see if we could increase the amount we are given and will request \$8,000.00 for FY 2017, an increase from the past several years of \$6,500.00.

Christina Cameron was an author at the Blueberry Festival. She had given the library a copy of one of her books and asked to be contacted for outreach opportunities.

Debbie Briggs wrote a letter on behalf of the hospital asking to borrow a film from Resnick's campaign in order for it to be digitized and used for an upcoming project. The library and hospital will both receive copies of the digitized film at no charge to the library.

MOTION: to loan an accessioned item to Ray Faoila with signed loan agreement.

A donation of \$25.00 was received from Nany Tyminksi as a thank you.

Committee Reports:

Building and Grounds-

The A/C unit was fixed!

The B&G committee had a walk through on the outside parts of the library and museum. We will meet soon with Bucky (and perhaps the MAB) to go over our results. An interior walk through will be scheduled.

MOTION: To lock in rates for oil with Scott Little (\$1.999/gallon) for 8,000 gallons (KW-E/NM/unanimous).

Personnel Committee-

MOTION: To appoint Lucas Aguilera and Jillian Griffin as part-time library pages at \$9.00 an hour, effective July 18, 2016 and July 19, 2016.

Kristy had a few questions including one to see if the Board would consider changing the pay period dates from Tuesday to Friday alleviating guesswork with the time cards. The board agrees to the change pending an addendum to the contract which will give staff enough time to plan accordingly.

Asha asked to be included in the chamber advertising for \$30/month in the Shawangunk Journal. The Board agrees that the money would be better spent using it to revamp our webpage or putting it towards improving our newsletter. We look forward to hearing how Asha can better appropriate the funds.

Museum Committee-

A report was e-mailed to the Board by Nadia.

The House oil tanks will be uninstalled by Scott Little and Optima will provide a quote to install commercial ones.

Bucky needs help selling his books when he is at speaking events as 2 books went missing at his last talk. Library staff may be asked to help. Pam will provide us with the schedule of his upcoming events.

Updates are being sent via e-mail.

Old Business:

There is a problem scheduling full-time management staff during evening hours. The board understands the concern and agrees that changing the schedule and having management staff work until 5:00 on Thursdays and Fridays. Three of the four will each work one evening (Monday, Tuesday or Wednesday) and the fourth one will work on the Saturday of that week.

New Business:

There will be a hospital luncheon on September 12. Board members are unable to attend due to work obligations. Pam will see if Roseanne would like to attend.

Utica Group adjusted our insurance rates (-4.1%).

MOTION: To accept Utica Group as our insurance carrier (KW-E/NM/unanimous).

Director's Report- will be e-mailed to the Board and filed with library minutes.

Asha's report- there was a problem with e-mail, but Asha sent the board dates to keep in mind for the upcoming months. Her report will be filed with library minutes.

Susan's report- was e-mailed to the board and will be filed with library minutes.

MOTION: to enter executive session to discuss personnel matters not to reconvene at 8:35 pm (BD)

Our next meeting will be September 19th with a brief meeting with MAB on September 8th.

Ellenville Public Library & Museum

September 19, 2016 Board Meeting Minutes

Members Present: President Bertha Donohue, trustees Nadia Maczaj, Michelle Mainolfi, Kate Walsh-Eckert, Erin Levine and director Pam Stocking. Attorney Abigail Osgood was absent with cause.

The meeting was called to order at 7:03 pm (BD).

Motion to accept the revised August minutes (KW-E/NM/unanimous).

Financial Reports

MOTION: The treasurer's report was accepted (KW-E/MM/unanimous).

MOTION: September bills to be paid were accepted (KW-E/EL/unanimous).

Petitioners: None

Correspondence: None

Committee Reports:

Building and Grounds-

The board would like at least one more quote before replacing the oil tanks, as well as clarification on the wording on the Optima quote.

VanGuard proposed a quote to clean the library which is higher than our current service. We would like to have more than one quote, as well as the possibility of someone going over the areas that need to be cleaned with Constable cleaners now, while they are still under contract.

The Buildings and Grounds committee walked around the perimeter of the museum and library. There is a lot of work that needs to be done on the exterior of both buildings. We will need to work with MAB to prioritize the work that needs to be completed as well as look into grant money that could help with the cost.

Personnel Committee-

The meeting with Phil Mattracion needs to happen as soon as possible to address staff concerns.

Museum Committee-

The loan agreement with Earl Thornton Jr. is set to expire. The rail cycle does not fit the criterion of the museum and therefore the contract will not be extended. We are thankful for its years of enjoyment.

Old Business:

The eagle still needs a new home. The library board does not have a preference if it should go to Sam's Point or the federal government.

New Business:

Bradford Graves' widow, Verna Gillis, would like to donate a sculpture from her husband's work. The library would graciously accept the donation. Pam and Asha picked out a piece that will fit in perfectly with the library.

We are tabling the Hudson Archival report/quote for next time, as well as the 2017 calendar.

MOTION: to accept the resolution of the Ramapo Catskill Library System 2017 budget (KW-E/EL/unanimous)

Director's Report- See attached Director's Report. The board was thankful that there was a report and a management meeting. The president noted that these meetings can be used to find staff for future events (Persen House, Blueberry Festival, etc). Pam is looking into creating a management position for the museum. She will work with MAB to create a list of qualities we need in an employee and we will take it from there.

Asha's report- Her report will be filed with library minutes.

Susan's report- was e-mailed to the board and will be filed with library minutes.

MOTION: to enter executive session to discuss personnel matters not to reconvene at 8:35 pm (EL/KW-E/unanimous)

Our next meeting will be October 17th.

Ellenville Public Library & Museum

October 17, 2016 Board Meeting Minutes

Members Present: President Bertha Donohue, trustees Nadia Maczaj, Michelle Mainolfi, Kate Walsh-Eckert, Erin Levine and director Pam Stocking, attorney Abigail Osgood and outreach librarian Asha Gollither.

The meeting was called to order at 7:00 pm (BD).

Motion to accept the revised September minutes (NM/K-E/unanimous).

Financial Reports

MOTION: The treasurer's report was accepted (KW-E/MM/unanimous). There was a question about the change in the alarm company's billing rates.

MOTION: October bills to be paid were accepted (KW-E/EL/unanimous).

Petitioners: None

Correspondence: A letter to Asha thanking her for guest hosting at the Pearson house from Nina Postupack.

Russell Hermann from Cape Pond wants to commend the professional staff for all of the help and courteousness.

Committee Reports:

Building and Grounds-

Brian Shrug came to look at the oil tanks. We are waiting for the estimate from Jim Hornbeck to change the oil tanks.

MOTION: to accept Jim Hyatt's proposal for snow removal at the same cost as last year (KW-E/MM/unanimous).

Male and female bathrooms need baby changing stations according to the Bathrooms Accessible in Every Situation Act, a new Federal law.

Pam asked that the Board review the Building & Grounds task list to prioritize items. Pam will also get an estimate for trimming the large tree on Center.

Personnel Committee-

The meeting with Chief Phil Mattracion to address staff concerns will take place Friday, October 21, 2016.

Contracts are up for renewal in January 1, 2016. Pam will complete the annual reviews. Bertha will forward to the Board a director review for each of us to do.

The CSEA contract was signed by President Donohue.

Museum Committee-

We are waiting to hear back from Earl Thornton about the railway cycle.

The Bboard is wondering if we can have a resolution to allow the Museum Advisory Board the power to declare items deaccessioned/surplus. Technically the MAB has no decision-making power. NM

suggested that since we are just beginning to use the new protocol of processing items, perhaps it's best to wait for a year or so and revisit this issue. The Board agreed this was a good idea.

RESOLUTION: to accept MAB's recommendations to surplus/deaccession items tabling items 76-26 through 76-28 pending further review (EL/NM/unanimous).

RESOLUTION: to accept/decline items from the museum collection (KW-E/EL/unanimous).

Nadia asked us to look at the Ellenville map report to determine what we should do with it.

Museum Advisory Board liaison report emailed to Board earlier.

Old Business:

Asha spoke to the Board about the website. There is an unexpected time crunch to get the website done. We could jump on with the Ellenville million website for the town. As of December 31st, the website will be defunct. Asha and Pam would like a budget range (between \$3-5k) and the ability to make their own decisions to choose a group to make the website. Paraclete is an organization that bid for under \$3,000 with a 7% discount (\$2,700) if we chose before the end of the month.

Dragon Search is a local company that Nadia mentioned to look into as well.

There is a "Name the owl" contest going on in the library for children between the ages of 7-12.

The digitized minutes are going to be put aside as there are many repairs that need to be made in the library and museum.

RESOLUTION: to vote on the 2017 calendar as presented by Pam (KW-E/EL/unanimous).

MOTION: null and void the interloan policy (KW-E/MM/unanimous).

RESOLUTION: The authority is given to Pam and Asha to engage a website design company not to exceed \$5,000 subject to the President's final authorization (NM/EL/unanimous).

The internet suspension form needs to be "beefed up" as per Pam. Patrons can access inappropriate sites. Pam and Susan will review the Internet Policy.

New Business:

Bank of America is closing and we need to move our accounts to another bank.

The 'Night in the Museum' is being set up this Saturday.

Director's Report- See attached Director's Report.

Asha's report- Her report was sent with the library minutes.

Susan's report- was e-mailed to the Board and will be filed with library minutes.

MOTION: to adjourn at 8:20 (KW-E/MM/unanimous).

Our next meeting will be November 21, 2016