

Ellenville Public Library & Museum

January 30, 2017 Board Meeting Minutes

**Members Present:** President Bertha Donohue, trustees: Nadia Maczaj, Michelle Mainolfi, Kate Walsh-Eckert, Director Pam Stocking and attorney Abigail Osgood. Trustee Levine was absent with cause.

The meeting was called to order at 6:38 pm (KW-E/BD).

Motion to accept the revised December 2016 minutes (NM/MM/unanimous).

**Financial Reports**

**MOTION:** to accept the treasurer's report (MM/KW-E/unanimous).

**MOTION:** to accept bills to be paid (KW-E/NM/unanimous).

**Petitioners:** None

**Correspondence:**

EPL&M received a letter from the Ellenville-Wawarsing Chamber of Commerce, thanking EPL&M for participating in the December 2016 Wassail events.

**Committee Reports:**

**Building and Grounds-**

Kate and Erin, along with Director Stocking, conducted a walk-through on Jan. 14<sup>th</sup> of interior spaces of EPL&M to assess needs. A report and photos were sent to all Board members for review. One of the items noted was the poor state of paint on the walls in the staff break room.

**MOTION:** to accept a proposal by 16 on Center (\$400.00) to repaint the staff break room walls and install a chair rail (MM/NM/unanimous).

New cleaning services are being considered, from either Vanguard or Pressure Plus. The Board would prefer to use Pressure Plus, a local company, but Pam will confirm with them details regarding the first-time base cleaning charge: what this includes, how long it takes and if it is negotiable.

The new bathroom doors have been installed in the main building.

**Personnel Committee-**

Pam forwarded to the Board two proposals from PayChex regarding HR support. Discussion was tabled to next month, pending further review by Pam and the Board.

Bertha shared with Pam a brief that she received regarding good management skills.

Executive session was entered at 6:58 to discuss personnel matters (KW-E/MM).

Executive session ended at 7:06 (KW-E/unanimous).

**Museum Committee-**

The Board considered MAB's updated job description/ posting for a Museum Manager. Nadia will finalize it and forward to Pam and Abby for review, before it is posted. The Board noted the importance of defining the role of this new position within existing management and staff.

**MOTION:** to accept MAB's recommended list of items to accession and list of items to deaccession from the museum collection (MM/KW-E/unanimous)

The Board reviewed the upcoming Museum Day event at the Hudson River Maritime Museum regarding staffing for the event. Pam will explore with Asha our options.

The Board proposed two dates for a joint meeting with MAB: March 6<sup>th</sup> or March 14<sup>th</sup>.

*Museum Advisory Board liaison report emailed to Board is attached*

**Old Business:**

none

**New Business:**

**MOTION:** to approve the Annual Records Management Report from Kristy Wood (MM/KW-E/ unanimous)

The Board received a "letter" from the Catskill Monthly Meeting of the Religious Society of Friends (Quakers) in Neversink, requesting that EPL&M return to them the original *Plains Monthly Meeting Minute Book 1813-1847*. Pam will research the details regarding this document and the request.

The Library Budget vote and Board election has been set for April 18<sup>th</sup>, 2017. The Budget Committee will meet Feb. 7<sup>th</sup>. Board members offered suggestions for both new Board and MAB members and will approach these individuals.

**Director's Report-** See attached Director's Report. Pam added that the library closed on Dec. 29<sup>th</sup> due to inclement weather.

**Asha's report-** See attached report.

**Susan's report-** See attached report.

**MOTION:** to adjourn at 8:21 (NM/MM/unanimous).

Our next meeting will be Tuesday, February 21, 2017.

Ellenville Public Library & Museum

February 21, 2017 Board Meeting Minutes

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

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

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

**Financial Reports**

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

**MOTION:** February bills to be paid were accepted (EL/MM/unanimous).

**Petitioners:** None

**Correspondence:** A thank you from Stacy Stephenson thanking us for opening an account at Jeffersonville Bank.

**Committee Reports:**

**Building and Grounds-**

Pam would like to have Pressure Plus clean the library because they are local.

**MOTION:** to accept the contract proposed by Pressure Plus to clean the library. Constable Cleaners will be notified of a termination of their contract (NM/MM/unanimous).

EBSCO grants (\$200,000) are available to have the library go green. This will allow the library to have solar power. We will look for future grants because the deadline is quickly approaching.

**Museum Committee-**

The MAB minutes were sent to the library board.

Mike Guiney is interested in being on the MAB.

The Catskill Native nursery will offer their consulting services for free (March 4<sup>th</sup>) if we are interested in installing native plants around the museum.

Asha would like a commitment to match 20% for a Preserve New York grant. Jack Alvarez Landmark Consulting sent a proposal where the funds can be used.

There is \$56,000 to add to the museum line to have the porch fixed.

The Quaker Meeting House minutes (books in the library safe) were discussed. We need documentation and further research on these books before we deaccession them.

MAB would like to do a surplus sale on Memorial Day weekend.

The garden party will be June 17<sup>th</sup> for Mrs. D.

Hurley Heritage Society would like to borrow some blueberry baskets in accordance with our loan policy.

**MOTION:** to allow the Hurley Heritage Society the right to borrow blueberry boxes for a year for a display (MM/EL/unanimous)

**Personnel Committee-**

**Personnel Committee-**

Pam and Kristy would like to try the HR Essentials for a year as provided by PayChex.

**MOTION:** to trial PayChex HR program for one year with a check in 6 months to reassess (EL/MM/unanimous).

**Old Business:**

**MOTION:** to accept the annual report that has been submitted (EL/MM/unanimous).

The budget draft for 2018 was discussed. We are pleased that the museum was given more money on their budget line.

**MOTION:** to accept the budget and the blurb (MM/NM/unanimous)

**New Business:**

**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 8:17 (EL/MM/unanimous).

Our next meeting will be March 20, 2016 at 6:30

Ellenville Public Library & Museum  
March 20, 2017 Board Meeting Minutes

The public hearing on the proposed budget for 2018 was opened by President Donohue at 7:00 pm. No one attended. The hearing was closed at 7:01 pm.

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

The meeting was called to order at 7:01 pm (KW-E/BD).

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

**Financial Reports**

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

**MOTION:** March bills to be paid were accepted (EL/NM/unanimous).

**MOTION:** March bills to be paid were accepted (EL/MM/unanimous).

**Petitioners:** None

**Correspondence:**

Thank you from Bonnie Hull and Pam Kuhlman on behalf of the board of Deacons for the donation for the food pantry.

Bill Rhoades wrote a letter of support for the Preserve NY grant.

**Committee Reports:**

**Building and Grounds-**

Debbie Stack provided a landscaping report. Jim Hyatt will need to meet with Debbie Stack, the B&G committee and Diane Greenberg from the Catskill Native Nursery.

Nadia discussed the immediate improvements we can make around the library. The book drop is in bad shape and may need to be replaced due to excessive rust. Staff input should be considered on items that involve them.

**Personnel Committee-**

Executive session was called at 7:18 to discuss personnel matters (BD/EL).

Executive session ended at 7:26 (KW-E/EL).

**Museum Committee-**

Mrs. Dumond feels the museum policy needs to be changed to make it more inclusive to staff. The changes may be dependent on the new position we are creating for the museum. We will visit this again once we have the new position filled.

**MOTION:** to accept accession/deaccession items as listed on the Review Committee Report (EL/MM/unanimous).

The museum would like to know if the museum is required to archive all of the minutes/reports. Legally, no, but for historic reasons they should be.

The following resolutions were passed to support the PreserveNY Grant application due this month:

**RESOLUTION:** to commit up to \$16,300, to cover Phase I and a complete floor plan of TH, of the consultation fees for the museum conditions report. These funds will be funded through the following sources: the fund balance (\$5,000), the Stedner fund (\$7,500), and building repairs (\$3,800), subject to grant requirements (EL/MM/unanimous).

**RESOLUTION:** to commit up to \$7,900 to cover Phase II, a Master Plan, prioritizing restoration and improvements to Terwilliger House (EL/KW-E).

**Old Business:**

The Quaker House minutes were given to EPL&M before 1963 by Joseph Watson. Multiple Quaker groups are interested in the minutes. Unless new information comes to light, they may be best suited to remain here as they are accessible to all.

**New Business:**

**MOTION:** To override the tax cap for 2018 (MM/KW-E/unanimous)

**MOTION:** to approve the 2018 budget to present to the public for vote on April 18 (EL/KW-E/unanimous).

Donald Odom Sr. dropped off his petition to run for the Board of Trustees.

Asha would like permission to approach local businesses to sponsor the Cinco DeMaio and Vanaver events. We need to look into legalities prior to library approval.

**MOTION:** To put \$20,000 in a fund for unemployment (MM/KW-E/unanimous).

A liability waiver is needed for vendors at the Back Yard Sale.

The board reaffirmed the following policies: Rules of Conduct, Code of Ethics, Acceptance and Disposal Certificates Policy, Advertising on Library Materials Policy, the Bulletin Board Policy, and the Collection of Funds Policy. The Rules of Conduct and Advertising Policy were updated.

**MOTION:** to amend the Rules of Conduct and Advertising Policy (EL/KW-E).

Save the date: June 15<sup>th</sup> for a joint MAB/Library meeting at 6:30.

**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 8:47 (NM/MM/unanimous).

Our next meeting will be Monday April 17, 2017.

Ellenville Public Library & Museum

April 17, 2017 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.

The meeting was called to order at 7:06 (KW-E)

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

**Financial Reports**

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

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

**Petitioners:** None

**Correspondence:** None

**Committee Reports:**

**Building and Grounds-**

Debbie Stack provided a landscaping review after her walk through with Jim Hyatt. Trees aren't being pruned as per his contract, and the board suggested holding his check until after the grounds are inspected. The Board also asked that Pam and Debbie meet with him again, before spring cleaning begins, to clearly specify what is to be done, based on both his and Diane Greenberg's (Catskill Native Nursery ) observations.

**MOTION:** to accept James Hyatt's proposal for spring/summer landscaping clean up (KW-E/EL/unanimous).

**Personnel Committee-**

**MOTION:** to hire Carol Avery as a part time clerk at the rate of 12.75/hr. effective 4/25/17 (EL/NM/unanimous).

When an employee was bringing in the 'OPEN' sign, she fell needing immediate medical attention. This is being dealt with through W/C.

**Museum Committee-** none

**Old Business:**

The Budget Vote is tomorrow from 9:30 am-8pm

PayChex and the library handbook should be merged to flow. The Board will review both for May's meeting.

**MOTION:** to give Asha the permission to sell the 'Ellenville' book at outside community events for a discount price of \$18 (EL/NM/unanimous).

**New Business:**

The board would like to know when the triangle would be used (fines vs. lost books).

Estimate for book drop- 3 companies provided estimates. Kurt said there are extra cans of Rustoleum to prolong the life of the drop. The estimates start at \$5k and go up to \$10k. The board decided to have Kurt paint the box. Perhaps the box can be lifted onto a cement platform to protect the bottom from the elements.

Estimate to replace computer in Children's Room with an iPad (\$329.00) and a locking display case (\$169.95).

An unsigned 1986 agreement between Katharine T. Terwilliger and the Board of Trustees regarding her stipulations for handing over her collection was presented. Abby will look over the documentation. The proposed Katharine T. Terwilliger Policy was tabled until the May meeting when it will be discussed.

The board reaffirmed the following policies:

Confidentiality of Library Records (KW-E/MM/unanimous)

EPL&M Conflict of Interest Policy- (EL/MM/unanimous)

Debit Card Policy- (EL/KW-E/unanimous)

Donations, Gifts and Endowments Policy- (EL/MM/unanimous)

The board tabled action on the Confidentiality of Patron Records until the May meeting. Abby will look into the wording of the policy. (EL/MM/unanimous)

The board changed the title of the Hiring of Family Members Policy to 'Nepotism Policy'.  
(MM/EL/unanimous)

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

**Asha's report-** The board is concerned about the loss of her comp time and would like to discuss any problems with her. Her report will be attached to the library minutes.

We need further elaboration from Ray Matthews to determine if a contract is needed to sell *Veterans Speak* at his pharmacy.

MAB would like representation from Nicole or Kurt to present on "Historic Housekeeping" at an upcoming meeting. Pam will schedule this.

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

**MOTION:** to adjourn at 8:28 (NM/MM/unanimous).

Our next meeting will be Monday 15, 2017.

Ellenville Public Library & Museum

May 15, 2017 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. Also present Mr. Donald Odom, Sr., newly-elected Board member.

The meeting was called to order at 7:02 pm (BD).

Motion to accept the revised April 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).

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

MOTION via e-mail: to pay \$87.38 for post cards to Vista Print (unanimous).

**Petitioners:** None

**Correspondence:**

Gail Whistance wrote a letter of thanks for the blueberry baskets the library lent her. She noted that she will send a later donation to the library.

**Committee Reports:**

**Building and Grounds-** Jim Hyatt dropped off a landscape proposal based on the walkabout with Debbie and Pam. We need the plants removed in front of the emergency exit, as well as the dead Hemlock trees, but would like planting to be done around Terwilliger House with period-appropriate plants. The Board also has further questions regarding his proposal details and will follow up with these through Pam.

AMENDMENT to proposal: removal of 3 dead hemlocks and 3 large spirea. The irrigation caps also need to be looked at.

**Personnel Committee-** the premium is going up on MVP. Individual- from \$807.01 to \$867.83/Family- from \$2,299.98 to \$2,473.32.

EXECUTIVE SESSION called at 7:23 by Bertha and ending at 7:35.

**Museum Committee-** Nadia sent her report to the board. Pam and a member of the MAB should be present during the interviews for the museum position, once the selections have been narrowed down.

The 4<sup>th</sup> of July and the Memorial Day book sale need to be staffed.

**MOTION-** The board agrees to the deaccession of any ECSD items and their transfer to ECSD, without further board approval. (EL/KW-E/unanimous).

**MOTION:** to accession items (ornaments, license plate holder) and deaccession items (Stewart airport impact statements and ECSD items) (EL/KW-E/unanimous).

Volunteers and baked goods are needed for the 4<sup>th</sup> of July.

The budget was approved (55 yes, 3 no) and Donald Odom Sr. was elected to a 5 year term on the Board of Trustees (51 yes, 5 blank, 1 void and 1 write in.

The joint meeting with MAB is June 15<sup>th</sup> at 6:45.

Discussion of the Personnel Handbook and the sample from PayChex was again tabled. Pam suggested that the Board meet specifically to review just this, as it is too much for a monthly meeting agenda. A date will be set.

## **NEW BUSINESS**

**MOTION:** to change the June 19th and subsequent board meetings to 6:00 pm instead of 7:00 (EL/MM/unanimous).

**MOTION:** to allow patrons to pay using triangle in the library for fees, discounted books, etc. (EL/KW-E/unanimous). Usage and financial details will be reviewed regularly.

The Katharine T. Terwilliger Collection Policy was discussed. A signed agreement has not yet been located. Further discussion was tabled.

Policies to be reaffirmed or amended:

1. Confidentiality of Patron Records- amended removing the last sentence
2. Inclement Weather Policy-reaffirmed
3. Investment Policy- reaffirmed
4. Laptop Use Policy & Loan Agreement-reaffirmed
5. Law Enforcement-amend removing mission statement
6. Library Bill of Rights-reaffirmed

Items declared surplus may be sold at the library sale (NM/MM/unanimous).

**Director's Report:** was e-mailed to the board.

**Asha's report-** was e-mailed to the board. The Board discussed her report that Ray Matthews of Matthews Pharmacy offered to sell copies of our *Veterans Speak* anthology at the store. The Board appreciates his offer, but has further questions regarding logistics, reporting, how many to produce, cost, etc. and welcomes discussion with him.

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

Meeting adjourned at 8:37 (EL/KW-E/unanimous)

Our next meeting will be June 19<sup>th</sup> at 6pm.

Ellenville Public Library & Museum

June 19, 2017 Board Meeting Minutes

**Members Present:** President Bertha Donohue, trustees Michelle Mainolfi, Erin Levine and Nadia Maczaj, plus incoming trustee Donald Odom, attorney Abigail Osgood and director Pam Stocking. Late- Kate Walsh-Eckert (entered 6:07)

The meeting was called to order at 6:00 pm (BD).

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

**Financial Reports**

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

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

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

**MOTION:** to amend 'bills to be paid after the board meeting' to include expenses associated with the newsletter (unanimous).

**Petitioners:** None

**Correspondence:**

Russell Herman wrote a letter on behalf of Camille expressing her outstanding work ethic. This letter will be placed in Camille's folder.

**Committee Reports:**

**Building and Grounds-**

No report

**Personnel Committee-**

Pam was advised to clarify to employees the process of changing from individual annual contracts to a comprehensive personnel manual. Going forward, all management staff will receive an annual letter from the Board at the start of the calendar year, outlining terms of employment for the coming year. Details of employment will be explained in the personnel manual, rather than in an individual contract. The goal of this change is to create a consistent, clear policy for all employees and to facilitate Board responsibilities in the future.

**Museum Committee-**

Nicole Sorbara and Kurt Kells went to a “Historic Housekeeping” workshop in Hyde Park and found it very valuable and informative. She learned information about how to clean a historic establishment without chemicals. She learned about mold, bugs, etc. Nicole said they recommended using gloves for handling certain items (papers and other porous items). There are webinars that are available for our staff members to view that will offer the information at no cost to the library.

Mike Guiney sent a letter of intent to be considered for the museum board. Bertha would like to ask Mike to send in more of a resume or more elaborate letter explaining his interest. D. Odom has also asked somebody who seems interested and the Board awaits a letter from him.

**MOTION:** to allow MAB the discretion to sort through and dispose of the Dutton & Judson maps and surveys found, according to the collections management policy (KW-E/EL/unanimous).

The museum 2<sup>nd</sup> floor was opened on Saturday. Pam had 4 people enter for a tour. Ashley had a gentleman come in the afternoon.

The “Scan Van” from Bard College will be here to gather and scan information.

Cookies and volunteers to provide museum tours are needed for the 4<sup>th</sup> of July.

Nadia reported that at the joint MAB/BoT meeting on June 15, Asha mentioned that some libraries do not post actual meeting minutes on their websites. Rather, people can ask for them at the library itself. This apparently has to do with privacy issues and blocking out names; Abby will look into this.

Also at the joint meeting, D. Stack asked that the Board Building & Grounds committee take over the issue of landscaping around the property. She is happy to advise/ help where needed, but cannot manage the project at this time.

## **OLD BUSINESS**

The handbook was discussed to make amendments to Overtime Compensation and Retirement Health Insurance Benefits.

## **NEW BUSINESS**

Paul Haskell, Trustee of the Stedener Trust wants to recognize Miss. Stedener in a more permanent manner. We would like to know if he has any specific ideas on how he would like her memorialized.

“My Brother’s Keeper” grant is a community based partnership with the school. Susan and Asha are working with the school on this grant.

**Director’s Report:** was e-mailed to the board. The board would like to see something from civil service that states why we have to jump through hoops for our new position. Perhaps someone from civil service should speak to the board for more clarification.

**Asha’s report-** was e-mailed to the board.

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

Bertha expressed her gratitude for working with us on the board for her term. Pam expressed her thanks for being a phenomenal board president.

Meeting adjourned at 7:43 (EL/KW-E/unanimous)

Our next meeting will be July 17<sup>th</sup> at 6pm.

# Ellenville Public Library & Museum

## August 21, 2017 Board Meeting Minutes

Members Present: Michelle Mainolfi, Donald Odom II, Kate Walsh-Eckert, Board attorney Abigail Osgood, director Pam Stocking, and Mr. Anthony Castro.

The meeting was called to order at 6:15 pm.

Motion: to accept the revised July minutes, (MM & CWE, unanimous).

### **Financial Reports:**

The treasurer's report was accepted (CWE & MM, unanimous).

Bills to be paid after the last board meeting the current bills were approved MM & CWE, unanimous).

Budget Analysis (CWE & MM, unanimous).

### **Petitioners:**

Mr. Anthony Castro.

Mr. Castro is submitting a proposal to take care of the grounds, grass cutting, weed removal, snow removal, and fall clean up. \$250.00 for each snow storm, not including salt. \$5,400.00 for a yearly contract. Any decisions tabled till next meeting after review of his proposal. (MM & CWE, unanimous).

### **Correspondence:**

Shawangunk Garden Club 90<sup>th</sup> anniversary Invitation, Garden Party at Hunt Memorial Building on September 16<sup>th</sup>, 2-4pm. All members of the board are invited.

### **Building & Grounds:**

Discussed meeting with Jim Hyatt, will be tabled till next meeting. (CWE & MM, unanimous).

A water leak connected to a sewer pipe value that had not been turned off resulted in a very high bill. Thornton's was called to look into it and eventually the problem was discovered and corrected. The Village was also notified.

16 on Center, submitted bill for leak in bathroom ceiling, \$1,031.31, removal of 2 doors, from library to gallery & gallery to Terwilliger House, laminate on both doors are cracking. It has been tabled to the next meeting.

### **Personnel Committee:**

Executive Session, entered into @ 6:50 pm to discuss personnel matters, exiting at 7:34 pm.

### **Museum Committee:**

Read the MAB minutes.

Joint Meeting with the museum advisory board and the Board of trustees will be on September 14<sup>th</sup> at 6:45pm.

**Old Business:** Tabled till next meeting, (MM & CWE, unanimous).

**New Business:**

Town of Wawarsing has submitted a letter asking if we are fiscally responsible and to provide a list of expenses for next year's budget.

**Reports:**

Director's report: was emailed to the board.

Asha's report: was emailed to the board.

Susan's report: was emailed to the board.

Meeting adjourned at 7:52 pm, (CWE & MM) unanimous.

Our next meeting will be September 18<sup>th</sup> at 6pm.

# Ellenville Public Library & Museum

*September 18, 2017 Board Meeting Minutes*

Members Present: Trustees Michelle Mainolfi, Erin Levine, Nadia Maczaj, Donald Odom II, Kate Walsh-Eckert, Abigail Osgood, director Pam Stocking.

The meeting was called to order at 6:00 pm (NM).

**MOTION:** to accept the revised August minutes (MM/EL unanimous).

## Financial Reports

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

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

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

Budget analysis- the members went through the budget analysis to see where we are and where we need to be. Pam will prepare a breakdown of museum expenses for the MAB meeting in November to see where exactly the money is being spent and to budget for 2019.

**Petitioners:** None

Correspondence: Maude Bruce (NAACP) sent a letter thanking the library for the school supply collections. With our help they were able to provide 200 book bags with supplies in them.

We need to reply to RCLS by November to approve or decline the proposed budget for next year.

## Committee Reports:

### Building and Grounds-

The B&G committee met with Jim Hyatt to discuss his work. We need to come up with a contract with specific items for him to complete. The B&G committee will meet with Bucky to set up a list. We need to replace the caps for the irrigation system. The Board asked that Pam review Jim's invoices as he includes notes on issues needing attention, such as irrigation electrical problems.

A proposal was sent from Castro & Brothers for snow removal. This was reviewed and tabled.

The library will look into security cameras for next year. For now, we will look into street lights provided by the village. Pam will check with Noreen to put this on the agenda for the village Monday.

Pest control- the library had a bat in the building and received a proposal for a one-way door for bats and other wildlife. Due to the fact that there does not appear to be a bat problem and the proposal was over \$3,000 we will table the issue for now.

16 on Center sent estimates for gallery doors and replacing ceiling tiles. Ceiling tiles were ruined in a water leak. We need to find out if we can get fireproof doors for the museum. Brian Shrug would be able to provide insight on this matter.

**MOTION:** to accept 16 on Center's proposal of \$1,031.30 to replace and repair ceiling tiles in the staff bathroom (EL/MM/unanimous).

Solar Liberty provided an estimate for solar panels. Don is going to scan and e-mail us the proposal to look through at our leisure.

The Terwilliger House porch should be started in the spring. Jim Hyatt can be approached to remove landscaping around the building.

Ladder Safety checklist- completed

Personnel Committee-

Management staffing- Pam requests we revisit the management procedure of having a manager on site at all times. It is not workable for Pam to always have a manager on site. We would like to have a manager on staff at all times, but we understand that there are circumstances with us being short staffed that may prevent this from happening at a while.

A community relations specialist does not need an MLS, an outreach librarian does.

**MOTION:** The board would like to hire a new community relations specialist (EL/MM/unanimous).

Digital Archivist funding runs out in October. We need to canvas the area for a digital archivist if Sandy does not retain the position. Pam would like to have Sandy stay on until the end of the year at the very minimum.

Museum Manager position search is ongoing.

Pam would like to know if \$300 is still the max for ALA/NYLA memberships. This should be brought up before the budget. Any member who is over can submit a reimbursement if the dues went up.

Pages- Abby will review the definition of pages in the new personnel manual to clarify staff questions.

Museum Committee-

There was a joint meeting this past Thursday. There were several changes that need to be made on the museum advisory policy.

Town of Rochester Heritage Day- Susan is attending. Pam should schedule a staff person to attend with Susan.

Old Business

Kate Walsh-Eckert left at 7:28 for a family matter.

The Stedener plaque (Paul Haskell) will be placed in the Children's Room at the Director's discretion.

Full audit- Don has three proposals and due to the fact we have a lot on our plate, we should wait until we can give it our full attention.

New Business

**MOTION:** board reaffirmed the "Code Adam" and non-discrimination-patrons policies, and amended the Museum Advisory Board policy. (NM/EL/unanimous).

**MOTION:** To amend the non-discriminatory hiring policy- should match the personnel manual for consistency (MM/NM/unanimous).

**MOTION:** to amend the non-competitive bidding policy to reflect state regulations. (EL/MM/unanimous)

Director's Report: was e-mailed to the board.

Asha's report- was e-mailed to the board. The board would like to thank Asha for her many years of service at the library and wish her luck in the future.

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

Announcements

RCLS is having a meeting with trustees on October 4th at 5:30.

Meeting adjourned at 7:54 (NM/EL/unanimous)

Our next meeting will be October 16<sup>th</sup> at 6pm.

# Ellenville Public Library & Museum

*October 16, 2017 Board Meeting Minutes*

Members Present: Trustees Michelle Mainolfi, Erin Levine, Nadia Maczaj, Donald Odom II, Kate Walsh-Eckert, Abigail Osgood, director Pam Stocking.

The meeting was called to order at 6:11 pm (DO).

**MOTION:** to accept the revised September minutes (KW-E/MM unanimous).

## Financial Reports

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

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

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

Budget analysis- was reviewed with Kristy

**Petitioners:** None

**Correspondence:** The Hospital Auxiliary (Lillian Greene) sent a thank you note for a donation for a raffle.

**Committee Reports:**

## Building and Grounds-

We are waiting to hear whether fire doors are needed for the gallery link, before considering replacement of existing ones.

**MOTION:** to accept the proposal from NPS to re-do the library parking lot for a total of \$4,000 (EL/MM/unanimous)

## Personnel Committee-

Julie Bockelman resigned from her position at the library to take a position elsewhere.

**MOTION:** To hire Debra Wilson as a part-time clerk at a rate of \$12.75/hr. effective October 17, 2017. (EL/KW-E/unanimous).

Executive session called by Donald Odom at 6:33.

Exited at 6:55.

The Board reminded Pam to review the new Community Relations Specialist job description to be sure that it includes all pertinent responsibilities, such as grant writing, while removing museum-related task that now will fall under the Museum Manager job.

### Museum Committee-

**MOTION:** to approve digital archivist funding for Sandy Marsh \$15/hour for 10hours/week totaling \$7,800 per year (EL/KW-E/unanimous).

**MOTION:** To approve Emily Smith for the position of museum manager at a yearly salary of \$17,500 (EL/MM/unanimous).

### Old Business

The Stedener plaque (Paul Haskell) will be placed in the Children's Room at the Director's discretion.

Full audit- Guy Goldsmith resigned as auditor. The board is thankful for his 50 years of service. The board is accepting of Kristy's recommendations for a replacement.

**MOTION:** to accept the hiring of Nugent and Haeussler at the rate of \$1,000 a year for auditor (EL/NM/unanimous).

### New Business

**MOTION:** To accept the calendar as e-mailed by Pam (KW-E/NM/unanimous).

The website needs to be updated to include the sale of the Ellenville book as well as to reflect the time change of the board meetings.

RCLS ANSER agreement was signed.

Nametags- to be discussed during negotiations.

Director's Report: was e-mailed to the board.

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

Executive Session entered at 7:18 (DO)

Exit executive session at 7:56.

**MOTION:** to amend the personnel handbook as recommended by the personnel committee and board attorney upon recommendation of the personnel committee following the meeting with the staff and CSEA held on October 5, 2017 (MM/NM/unanimous).

The personnel committee has agreed to meet with 2 employees for approximately an hour, to address questions/issues provided to the personnel committee no less than five days in advance of the meeting.

## Announcements

Sunday in Kingston is the Women's Suffrage Rally at 1:00.

Meeting adjourned at 7:58 (NM/EL/unanimous)

Our next meeting will be November 20th at 6pm.

# Ellenville Public Library & Museum

*November 20, 2017 Board Meeting Minutes*

Members Present: Trustees Michelle Mainolfi, Erin Levine, Nadia Maczaj, Donald Odom II, Kate Walsh-Eckert, Abigail Osgood, director Pam Stocking.

The meeting was called to order at 6:14 pm (DO).

**MOTION:** to accept the revised October minutes (EL/MM unanimous).

## Financial Reports

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

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

October bills to be paid were accepted (MM/KW-E/unanimous).

**Petitioners:** None

**Correspondence:** Margaret Bonner (corresponding secretary) at the Town of Rochester Food Pantry thanked the library for their donations of dignity.

## Committee Reports:

### Building and Grounds-

Estimate for gallery doors- tabled

Library furnace- Jim Hornbeck said the board needs to think about replacing it, there is corrosion on the inside. It was installed in the late 1990's. The board would like to have a time frame (year? Five years?) and suggestions from Jim as to options, considering long-term efficiencies.

B&G report- was e-mailed. Jim Hyatt stopped by and dropped off a proposal for pruning and removal of trees. We need the Alberta spruce trees removed, the Rhododendron trimmed. The spireas need to be removed. The dogwood should not stay between the library and museum if it will be a large tree. Kate will follow up with Bucky and Jim, to clarify the specific variety of dogwood.

Landscape Innovators snow removal proposal- approved (KW-E/MM/unanimous)

**MOTION:** to accept the proposal from Landscape Innovators for snow removal (EL/MM/unanimous).

### Personnel Committee-

Community Relations Specialist position- is being worked on. The Personnel committee will participate in the 2<sup>nd</sup> round of interviews.

Susan is working on programming for December.

Kristy reported on Paid Family Leave.

**MOTION:** to grant two employees requests to buy back sick leave (EL/MM/unanimous).

**Executive session called by Donald Odom at 6:54.**

**Exited at 7:03 (EL/NM).**

## Museum Committee-

The museum does not look like it is being cleaned. Pam will call Pressure Plus.

The board would like to thank Bucky for planting the many tulips. We look forward to seeing them in the spring.

The library sesquicentennial is approaching. Events will be planned with the Hunt committee.

Nadia brought George Young's bible as we discussed the list of items recommended by MAB for access-ing.

**MOTION:** to accept the list of items to be accessioned by the museum (EL/MM/unanimous).

## Old Business

Executive session called to discuss matters of personnel at 7:07

Executive session ended 7:17

Kate Walsh-Eckert left with just cause at 7:18

Stedner plaque wording was presented and accepted.

Copier proposals- the board would like to stay where we are right now

Report on PayPal usage for library charges.

**RESOLUTION:** to accept the changes in the personnel handbook (MM/EL/unanimous).

## New Business

Director's Report: was e-mailed to the board.

Pam provided the board with a print-out of mini-webinars for trustees on the state library website.

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

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

## Announcements

The Wawarsing Wassail events will be beginning soon.

Meeting adjourned at 7:50 (EL/MM/unanimous)

Our next meeting will be December 18th at 6pm.

# Ellenville Public Library & Museum

*December 18, 2017 Board Meeting Minutes*

Members Present: Trustees Michelle Mainolfi, Erin Levine, Nadia Maczaj, Donald Odom II, Kate Walsh-Eckert, Abigail Osgood, director Pam Stocking.

The meeting was called to order at 6:03 pm (DO).

**MOTION:** to accept the revised November minutes (EL/MM unanimous).

## Financial Reports

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

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

December bills to be paid were accepted (EL/NM/unanimous).

Budget analysis- we need to consider other forms of income in the future. A friends of the library group might need to be started so that we can raise money. NM asked if the library could post calls for "sponsorship" of a particular program, such as TechWizards, without a friends group. Abby will look into this.

**Petitioners:** None

**Correspondence:** A thank you was received from Rosemary Melendez for our donations of dignity

**Committee Reports:**

## Building and Grounds-

Jim Hornbeck came to the meeting to discuss the boiler (it is over 22 years old). He said that it is getting to the point where it needs to be replaced before it becomes an emergency situation. The board needs an estimate in order to move forward. Mr. Hornbeck noted that other local businesses have put in 4 smaller boilers as opposed to one large one because they are cheaper to run and maintain. The library would be able to function with 2 smaller tanks. He also recommended looking into propane/natural gas and oil. This would be something to consider for next winter. The Board is conscious of long-term cost issues as well as sustainability issues. The board would also like to consider integrating the Terwilliger House system with the library system and asked that Mr. Hornbeck explore the possibilities on this.

## Personnel Committee-

Community Relations Specialist position has 3 candidates to recommend to the Board. The Personnel Committee will conduct a second round of interviews with the goal of hiring somebody in January.

4 employees do not have direct deposit. Their checks are being mailed which is causing a delay in pay. PayChex can UPS them using next day delivery for (\$3/wk), the library could cut the check, we could change the date of the pay cycle, or start lag pay.

**MOTION:** to grant the authority for PayChex to send checks via next day UPS at a cost of \$3/week (EL/MM/unanimous).

**Executive session called by Donald Odom at 6:54.**

**Exited at 7:20 (EL/NM).**

**MOTION:** to grant Employees A and B raises of 3% (NM/MM/unanimous).

**MOTION:** to accept the date of Pam's retirement pending discussion on terms.

### **Museum Committee-**

Pressure Plus was in communication with Pam and the museum is being cleaned more appropriately.

### **Old Business-**

### **New Business**

**MOTION:** to add Catskill Hudson Bank as an investment bank (NM/KW-E/unanimous).

**MOTION:** to pay recurring bills between meetings (internet, utilities, postage, etc.) (EL/KW-E/unanimous).

**MOTION:** to have Kristy proceed with the credit card acquisition for the library (MM/NM/unanimous).

**MOTION:** to purchase 6 new computers for the library at the price of \$2,070.00 (EL/KW-E/unanimous).

Freed Camp- looks like it is an amazing program and the board has high hopes for it. Nadia will meet with Pam and management after the New Year to discuss how best to set it up and get mgmt. and staff using it.

Director's Report- was e-mailed to the board.

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

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

### **Announcements**

Meeting adjourned at 7:43 (EL/KW-E/unanimous)

Our next meeting will be Tuesday, January 16th at 6pm.