

Ellenville Public Library & Museum

January 24, 2018 Board Meeting Minutes

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

The meeting was called to order at 6:01 pm (DO).

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

Financial Reports

MOTION: to buy a surge protector for 39.88 (EL/KW-E/unanimous)

MOTION: \$1,330.30 for Stedner for the winter newsletter (MM/KW-E)

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

Resolution: the board grants the authority to the treasurer to pay re-occurring bills (including, but not limited to utility bills: water, electric, internet) that are due and payable prior to the board meeting without specific board approve effective 1/1/18-12/31/18 (EL/KW-E/unanimous).

MOTION: Bills paid after the last board meeting were reviewed and accepted via e-mail 1/16 (MM/KW-E/unanimous).

Budget analysis- we came in a little below budget, but we have a high fund balance and need to discuss where we can update the library.

MOTION: to accept budget analysis (KW-E/MM/unanimous).

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

Petitioners: None

Correspondence: A donation of books from Jeffrey L. Schneider's estate will be forthcoming following probate.

Committee Reports:

Building and Grounds-

We will be meeting with Jim Hyatt and Bucky Green to discuss what we need done.

Personnel Committee -

MOTION: To accept Nicole Sorbara's request (as per the contract) for the insurance buyout (EL/KW-E/unanimous)

The board is discussing the terms and conditions of Pam's retirement.

Museum Committee-

Old Business-

Abby will be in contact with Howard.

Nadia would like to reach out to Michael Smith at the Chamber of Commerce to introduce Emily at a future meeting.

New Business-

The budget committee will be setting up meeting.

The board set the date for budget vote and trustee election for April 17th.

The mileage rate was adjusted for 2018 to \$.545.

POLICIES

MOTION: The board reaffirms the following policies:

Online Service Disclosure

Petitions Policy

Petty Cash Policy

Photograph & Recording Release form

Privacy & Confidentiality Policy

Program Attendance Policy

Retention and Disposal

Retention and Disposal of Internet Sign Up Sheets Policy of Records Policy

and amended the following policy

Wireless Network Policy (as amended by Susan)

(EL/MM/unanimous)

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

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

Announcements

Meeting adjourned at 6:49 (EL/MM/unanimous)

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

Ellenville Public Library & Museum

February 20, 2018 Board Meeting Minutes

Members Present: Trustees Donald Odom II, Michelle Mainolfi, Erin Levine, Kate Walsh-Eckert, Nadia Maczaj, Board Attorney Abigail Osgood, Kristin Fowler new Community Relations Specialist and director Pam Stocking.

The meeting was called to order at 6:13 pm (DO).

MOTION: to accept the revised January minutes (EL/KW-E/unanimous).

Financial Reports

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

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

MOTION: to accept budget analysis (KW-E/EL/unanimous).

January bills to be paid were approved (MM/KW-E/unanimous).

Petitioners: None

Correspondence: None, but some donations in memory of Bill Winters are coming in. Pam is starting to plan a memorial. We will revisit it next month.

Committee Reports:

Building and Grounds-

An estimate from Grey Squirrel was received for cutting the Ash tree down. We will ask Danny Santiago for a quote.

Kate and Erin met with Bucky and discussed plans for the spring. They sent a letter to Jim Hyatt detailing their plans.

Brian Schug asked the Village board to look for more lighting Child Street.

Andy Walters had Dan Johnson here to look at the gallery doors.

MOTION: to accept the proposal from 16 on Center for new gallery doors (EL/KW-E/unanimous)

Personnel Committee-

MOTION: to accept the suggested pay raises for contract workers A (&17.50 and hour, B (\$500.00 per month) and C (\$150. Per month). (EL/MM/unanimous)

We need to work on the job description for the Director position.

Entered executive session at 6:45

Abby left with just cause at 6:51.

Exited executive session at 7:07

MOTION: to grant employee D a 2% annual raise (EL/NM/unanimous).

Museum Committee-

MOTION: to approve the lists of accessions provided by Nadia (KW-E/EL/unanimous)

Old Business-

The Budget for 2019 was completed. The board is extremely thankful for all of the hard work Kristy did on it.

MOTION: to accept the budget as proposed (EL/KW-E/unanimous)

New Business-

POLICIES

MOTION: The board reaffirms the following policies with amendments to Use of Library Equipment and Use of Terwilliger House:

Sales by Local Groups

Sexual Harassment

Smoking

Travel Reimbursement

Tutoring

Unattended Children

Violence Free workplace

Whistle Blower

Use of Library Equipment

Use of Terwilliger House

(EL/MM/unanimous)

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

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

Community Relations Specialist's Report - was emailed to the board.

Museum Manager's Report- was e-mailed to the board.

Announcements

Thank you to Susan for putting the newsletter together, for arranging programming and for all of her hard work and dedication to the library.

The board would like to officially welcome Kristin!

Meeting adjourned at 7:46 (EL/MM/unanimous)

Our next meeting will be March 19th at 6pm.

Ellenville Public Library & Museum

March 20, 2018 Board Meeting Minutes

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

The meeting was called to order at 6:05 pm (DO).

PUBLIC HEARING STARTED AT 6:05 and ended at 6:10.

MOTION: to accept the revised February minutes (KW-E/NM/unanimous).

Financial Reports

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

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

MOTION: to accept budget analysis (KW-E/EL/unanimous).

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

Petitioners: None

Correspondence: Carol Lounsbery thanked the board for her raise.

A letter was received by Nadia Maczaj asking to extend her term on the museum board.

MOTION: to accept Nadia's request to stay on the museum board (EL/MM/unanimous).

Committee Reports:

Building and Grounds-

MOTION: to accept the proposal from Danny Santiago to remove the ash tree and stump (EL/MM/unanimous).

A proposal was sent to fix the public bathroom soap dispensers.

MOTION: to accept the proposal to fix the bathroom soap dispensers (EL/KW-E/unanimous)

Personnel Committee-

Don has been reading job descriptions for library director to compare criteria for when we are looking for a new director.

Museum Committee-

The board would like to dedicate something in memory of Bill Winters.

MOTION: to approve the list of accessions and deaccessions provided by Nadia (KW-E/EL/unanimous).

Old Business-

MOTION: to accept the final budget as proposed (EL/KW-E/unanimous)

Pam Buchwalter submitted her affidavit for candidate for trustee.

New Business-

POLICIES

MOTION: The board adopted the Credit Card Policy and declared the Debit Card Policy null and void (EL/MM/unanimous).

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

Children's Librarian report: was e-mailed to the board.

Community Relations Specialist's Report: was emailed to the board.

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

Announcements

Meeting adjourned at 7:15 (KW-E/EL/unanimous)

Our next meeting will be April 16th at 6pm.

Ellenville Public Library & Museum

April 16, 2018 Board Meeting Minutes

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

The meeting was called to order at 6:10 pm (DO).

MOTION: to accept the revised March minutes (KW-E/NM/unanimous).

Financial Reports

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

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

MOTION: to accept budget analysis (KW-E/EL/unanimous).

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

Petitioners: None

Correspondence: None

Committee Reports:

Building and Grounds-

MOTION: to accept the landscape maintenance proposal from Landscape Innovators (EL/MM/unanimous). Erin and Kate will confer with Bucky on Further landscaping details.

Tabled: Central Hudson Energy Efficiency Proposal

Personnel Committee-

Our sympathies are with Howard Baul Jr. after the passing of his father.

Museum Committee-

MOTION: to accept the proposal for the purchase of new computer and scanner. (KW-E/MM/unanimous)

MOTION: to approve the list of items to be accessioned as recommended by the MAB Review Committee. (KW-E/EL/unanimous).

Old Business-

RESOLUTION: that, pursuant to General Municipal Law § 3-c(5) , the Board of Trustees of the Ellenville Public Library and Museum overrides, for the 2019 fiscal year, the tax levy limit imposed pursuant to Municipal Law to override the tax cap § 3-c(3)(EL/KW-E/unanimous)

New Business-

We need to look into health insurance options.

Museum strategic plan- will be emailed to the Board. MAB will review the plan this year, to present updates to the Board.

POLICIES

MOTION: The board accepts the following policies, amending as specified

1. Community Room Policy
2. Conference Room Policy
3. Food & Drink Policy
4. Gallery Link - Guest Exhibitions Policy

(NM/EL/unanimous)

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

Children's Librarian report: was e-mailed to the board.

Community Relations Specialist's Report: was emailed to the board. **Museum Manager's Report:** was e-mailed to the board.

Announcements

Congratulations to Emily on her upcoming nuptials. Best wishes for a long and happy marriage.

Meeting adjourned at 7:17 (KW-E/EL/unanimous)

Joint meeting is at 6:45 on May 10th.

Our next meeting will be May 21st at 6pm.

Ellenville Public Library & Museum

May 21, 2018 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr, Nadia Maczaj, Michelle Mainolfi, Erin Levine, Kate Walsh-Eckert, Trustee-elect Pam Buchwalter, director Pam Stocking, attorney Abigail Osgood

The meeting was called to order at 6:04 pm (DO).

MOTION: to accept the revised April minutes (KW-E/EL/unanimous).

Financial Reports

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

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

MOTION: to accept budget analysis (EL/KW-E/unanimous).

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

Petitioners: None

Correspondence: Senator Bonacic wrote a letter informing the library that we received a \$3,000 in "bullet aid" funding for equipment and programming. We will look into the price of a new projector for the community room.

Committee Reports:

Building and Grounds-

MOTION: to accept the landscape maintenance proposal from Santi Tree & Plowing to remove the pine trees along the Trudy Farber side of the building (EL/MM/unanimous).

Tabled: Central Hudson Energy Efficiency Proposal- we would like to revisit this in the next fiscal year.

Personnel Committee-

Executive session was called at 6:19 by Don Odom.

Executive session ended at 7:01

Museum Committee-

Two proposals for the museum porch came in.

MOTION: to accept Jesse Eberhard's proposal to renovate the porch (KW-E/EL/unanimous).

The digitization of the newspapers was discussed. The museum has a budget line and should consider using funds for this purpose.

Old Business-

Congratulations to Pam Buchwalter on her win as library trustee. We are also pleased to announce the passing of the budget.

MOTION: to keep our current health insurance plan (KW-E/MM/unanimous).

Grace Riario conducted a training day on May 15th. She did a phenomenal job according to Pam.

New Business-

Due to time constraints, we will table the potential amendment to the handbook to June.

POLICIES

MOTION: The board accepts and endorsed the following policies

1. Circulation Policy
2. Freedom to View Statement

(KW-E/EL/unanimous)

MOTION: to cancel our HR portion of Paychex (MM/EL/unanimous).

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

Children's Librarian report: was e-mailed to the board.

Community Relations Specialist's Report : was emailed to the board.

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

Announcements

All should attend the 125th anniversary on June 9th.

Meeting adjourned at 7:37 (EL/NM/unanimous)

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

Ellenville Public Library & Museum

June 18, 2018 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Nadia Maczaj, Michelle Mainolfi, Erin Levine, Kate Walsh-Eckert, trustee-elect Pam Buchwalter, director Pam Stocking, attorney Abigail Osgood was absent with just cause.

The meeting was called to order at 5:58 pm (DO).

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

Financial Reports

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

MOTION: funds from sales of keychains and bracelets should be added to the general funds (MM/KW-E)

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

MOTION: to accept budget analysis (KW-E/EL/ unanimous).

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

There was question about payments before board meetings. We need to hold fast to payments outside of board meetings so that vendors know when they will be paid. A stamp on proposals will solve this issue in the future.

Petitioners: Nicole Sorbara

MOTION: to accept Nicole's proposal to buy back 5 sick days to give to a co-worker during a time of need (EL/KW-E/unanimous)

Correspondence: The Family of Woodstock/Ellenville thanked us for donating \$144.45 to fines for food. This contribution was able to help local families in need.

Committee Reports:

Building and Grounds-

Jesse Eberhard was here to discuss the porch and introduce himself. Railing needs to be discussed because there wasn't a railing originally on the porch steps. The condition of the porch had damage from poor workmanship (carpet nails). We may not want mulch near the lattice of the porch. We should consider fabric paper with a thin line of mulch or pea gravel.

MOTION: to accept the motion for the removal of the maple tree from Santi Tree Services (EL/MM/unanimous)

We need to work on a master plan for all landscaping before we continue on work. Nadia will bring this idea to the next MAB meeting for their input.

Personnel Committee-

Executive session was called at 7:02 by Don Odom.

Executive session ended at 7:40

Museum Committee-

We need a clerk of the works and a friends group to help us with projects at the library and museum. Michelle will reach out to Grace at RCLS about steps to make this happen. Nadia will also research on defining a clerk of the works position.

MAB members are working with library staff on a float for the Fourth of July parade, instead of the traditional open house/porch event.

New Business-

The board page was updated on the library website.

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

Children's Librarian report: was e-mailed to the board.

Community Relations Specialist's Report: was emailed to the board.

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

Announcements

Congratulations to Abby Osgood on the birth of her son.

Thank you to Nadia for all of her years of service on the library board.

Meeting adjourned at 7:55 (EL/KW-E/unanimous)

Our next meeting will be July 16th at 6pm.

Ellenville Public Library & Museum

July 16, 2018 Board Meeting Minutes

Members Present: Trustees Donald Odom, Jr., Michelle Mainolfi, Erin Levine, Kate Walsh-Eckert, Pam Buchwalter, director Pam Stocking, attorney Abigail Osgood and special guest Lucas Stecyk.

The meeting was called to order at 6:13 pm after an updated trustee photo and a visit from Abigail Osgood's precious new son(DO).

Oath of Office- Pam Buchwalter was sworn in as trustee.

Changes were made to the offices and committee lists (see attached). The board discussed the option of rotating out the duty of museum liaison. There will be a sign up sheet at the joint museum and library meeting in September.

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

Financial Reports

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

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

The staff should be using the library credit card when purchasing items for the library. The library is tax-exempt and staff is paying state tax on items purchased.

MOTION: to accept budget analysis (EL/MM/ unanimous).

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

Petitioners: None

Correspondence: Janet Colburn attended the 125th anniversary and wrote a letter in great appreciation of the event. She also suggested that the library include the Chamber of Commerce for future events to distributed EWCOC contacts.

Committee Reports:

Building and Grounds-

Jesse Eberhardt has nearly finished the museum porch. He expects to be finished early this week.

We need to curb spending on this budget line as we are over budget.

Personnel Committee-

Executive session was called at 7:08 by Don Odom.

Executive session ended at 7:27.

Museum Committee-

New Business- Freedom of Information policy was amended (KW-E/MM/unanimous).

Motion- to declare an old 2-drawer file cabinet as surplus (EL/KW-E/unanimous).

Old Business-

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

Children's Librarian report: was e-mailed to the board.

Community Relations Specialist's Report : was emailed to the board.

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

Announcements:

We have received many compliments on our float in the 4th of July parade. The board recognizes that the staff has had a very trying month and we appreciate the extra effort on everyone's part.

Meeting adjourned at 7:36 (KW-E/PB/unanimous)

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

Ellenville Public Library & Museum

August 27, 2018 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Michelle Mainolfi, Erin Levine, Kate Walsh-Eckert, Pam Buchwalter, director Pam Stocking, attorney Abigail Osgood and special guest Lucas Stecyk.

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

First order of business was to present Lucas with his first unofficial library card.

MOTION: to accept the revised July minutes with attached list of new trustee positions (EL/MM/unanimous).

Financial Reports

The treasurer's report with updated format was accepted (EL/MM/unanimous).

Standardized Purchasing procedures need to be developed. Purchasing agent discussed.

There is question about non-contract personnel- for legal/liability concerns.

It has been years since a financial audit of the library has been done. All financial policies and procedures will continue to be reviewed to ensure compliance with accountability and transparency requirements. Audit to be discussed with Budget committee.

A letter was approved to inform contractors of the terms and schedule of payment for work done on behalf of the library.

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

MOTION: to accept budget analysis with question for Kristy about the difference in numbers (EL/MM/unanimous).

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

Petitioners: None

Correspondence: Two individuals (Mary J. Decker and E. D'Angelo) sent thank you notes for the Healthy Living programs. Emily received a letter from Nina Postupack for the appreciation for Guest Hosting at the Persen House.

Committee Reports:

Building and Grounds-

Erin and Kate are going to be doing a walk-through with Jim Hyatt to discuss the fall clean up.

The board recognizes the need for multiple quotations for purchases.

MOTION: to accept Goldsmith's proposal for Plan #1 to prepay oil for this winter (PB/MM/unanimous).

Personnel Committee-

The hiring process is ongoing.

Kristy's contract expires prior to the next board meeting. The Personnel and Budget Committees will be reviewing the next steps.

Museum Committee-

Don attended the MAB meeting last month. Debbie Stack, Nadia Maczaj and Kim Draganchuk were elected President, Vice-President and Secretary, respectively. It was Emily's last meeting and she was upset to leave. The MAB is hopeful that a friends group for the library and museum will form. Members of the community who love the library and museum hopefully will step up and create such a group. The clerk of the works position was urged by members of MAB.

The EPL&M Board of Trustees requests that MAB minutes be emailed to the board. A joint MAB-BOT meeting is scheduled for September 13th at 6:45 p.m.

MOTION: to accept the list of accessions for this month (EL/MM/unanimous)

Old Business-

New Business-

MOTION: to accept the updated computer policy (PB/KW-E/unanimous).

Pam S. and Kristin will be attending the RCLS Legislative Breakfast & Annual Meeting.

Pam S. and Roseanne will be attending the hospital auxiliary luncheon on the 17th.

MOTION: to accept Kristin's request to join and attend NYLA with paid mileage and 1 hotel room (EL/PB/unanimous).

Sexual harassment training is now required.

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

Children's Librarian report: was e-mailed to the board.

Community Relations Specialist's Report : was emailed to the board.

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

Announcements:

Meeting adjourned at 7:32 (KW-E/PB/unanimous)

Our next meeting will be September 17th at 6pm.

Ellenville Public Library & Museum

September 17, 2018 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Michelle Mainolfi, Erin Levine, Kate Walsh-Eckert, Pam Buchwalter, director Pam Stocking. Absent with just cause: Abby Osgood

The meeting was called to order at 6:18 pm (DO).

RCLS is going to be sending out new employee handbooks.

The board would like to recognize Pam Stocking for her 21 years of service to the library and museum. We wish her a restful retirement and hope that she returns as a patron in the near future.

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

Financial Reports

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

MOTION: to accept budget analysis (EL/MM/ unanimous).

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

Petitioners: None

Correspondence: A letter from Maude Bruce on behalf of the NAACP asked for support through advertising. Pam Stocking is going to be celebrated at the 50th Annual Membership Banquet.

MOTION: To approve a full page ad for the banquet (PB/EL/unanimous)

Committee Reports:

Building and Grounds-

Jim Hyatt will be contacting the board for a walk-through.

There is a need for lighting and/or security cameras, especially near the museum where there is no lighting. We need to get bids from security companies to see what pricing options are. We also need to know legalities from Abby. Pam Stocking will check in with her tomorrow.

Personnel Committee-

The hiring process is ongoing.

Museum Committee-

The board attended a joint MAB/BoT meeting last week. See attached minutes from Nadia.

Old Business-

Sexual Harassment Training- will be translated into Spanish by the end of the month. Every staff member (including part-time and pages).

New Business-

MOTION: to accept the Toshiba copier proposal (PB/KW-E/unanimous).

Parking space lines were denied several years ago because none of the rest of Center Street had parking spaces. The board does not feel that we need to revisit this issue at this time.

MOTION: To approve the RCLS budget for 2019 (EL/KW-E/unanimous).

MOTION: To deaccession tables (inventory numbers 2000 -1, 2000-2, and 2000-3) from the community room as they are old and needed to be replaced (MM/EL/unanimous).

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

Children's Librarian report: was e-mailed to the board.

Community Relations Specialist's Report: was emailed to the board.

Museum Advisory Board minutes: were emailed to the board.

Announcements:

To enter executive session to discuss matters of personnel not to reconvene at 7:37.

MOTION: to offer the position for new director to Kristin Fowler at the prorated annual salary of \$60,500 (KW-E/EL/unanimous).

Our next meeting will be October 15th at 6pm.

EPL&M
Board Minutes October 15,2018

I. Meeting called to order 6:03pm

Board Members present; President Donald Odom,1st Vice President Michelle Mainolfi, 2nd Vice President Kate Walsh - Eckert, Auditor of Bills Pamela Buchwalter, Library Director Kristin Fowler, Attorney Abigail Osgood. Absent Secretary Erin Levine.

II. Minutes

September minutes accepted K.W/PB

III. Financial Reports

A. Treasure's report accepted P.B./M.M

B.Bills to be paid accepted D.O./K.E

C. Budget Analysis accepted P.B/K.W

IV. No Petitioners

V.Correspondence:

- Thank You Card from retired director Pamela Stocking thanking everyone for the well wishes on her retirement.
- E-mail from RCLS alerting us to our receiving \$3,000.00 in bullet aid funding.
- RCLS letter concerning Cornerstone

VI. Committee Reports

A. Building and Grounds

Erin will be contacting Jim Hyatt for walk around mulch still has not been removed. Received proposal for winter snow removal.

B. Personnel Committee

Don will be setting up phone conference call to address community relations specialist , museum manager, and upcoming union negotiations.

C. Museum Committee

Kate was the board member that attended the September Museum Advisory Board meeting . They are looking for volunteers to help decorate the museum for the annual Night at the Museum Halloween event. Saturday October 20 @9:30am and October 26@5:30pm to set up. Michelle volunteered to donate 2 gallons of apple cider and Pam Buchwalter donated cookies. Erin said she would bake something as well.

D. Planning Committee

Don passed out B.O.T. committee appointments(see attached)

VII. Old Business

A. /B. Sexual Harassment Training

Kristen is working with Roseann to make sure all the staff is trained. We have one year to be in full compliance with the new state requirements.

C. Adopt New BOT Committee assignments

See planning committee

D. Community Room Use

Community Room use is strictly for not for profit 990/501-C3 community based organizations.

E. Motion to approve spending allowance of \$1,000.00 for director discretion use without prior board approval. Motion accepted

F. Library Emergency

The Library was closed due to the active shooter September 28-29 for staff and patron safety.

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G. Night at The Museum Volunteers

Kristen will be sending out an email to remind us of the details. All are invited to attend.

H. Friends Group

Kristen has invited Randy Enos (RCLS) to come speak to the board in regards to starting a friends group.

IX. Reports

Board accepted all reports.

The Board will be hosting a Holiday Get Together / Staff Appreciation Pot Luck Dinner Dec 6 in the community room at 6:30pm.

Board Entered Into Executive Session 7:03pm

-7:20pm

Meeting Adjourned 7:20pm

Next Board Meeting November 19, 2018 6:00pm

**Officers of The Ellenville Public Library and Museum
October 2018-June 2019**

President	Don Odom
First Vice President	Michelle Mainolfi
Second Vice President	Catherine(Kate) Walsh-Eckert
Auditor Of Bills	Pam Buchwalter
Secretary	Erin Levin

Committee Appointments

Personnel Committee	Don Odom Michelle Mainolfi
Budget Committee	Don Odom Michelle Mainolfi Kristen Fowler
Buildings & Grounds	Catherine Walsh-Eckert Erin Levine
Museum Committee	Michell Mainolfi (Chair)
Planning Committee	Don Odom (Chair)
Clerk	Kristen Fowler
Attorney	Abigail Osgood
Accountant	Nugent &Haeussler' P.C.

Treasurer

Carol Lounsbery

Museum Advisory Board

Debbie Stack

Kim Draganchuk

Doug Hart

Nadia Maczaj

Bucky Green

(Town Historian)

Ellenville Public Library & Museum

November 19, 2018 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Michelle Mainolfi, Erin Levine, Kate Walsh-Eckert, Pam Buchwalter, director Kristin Fowler, attorney Abby Osgood

- I. Call to order 6:04pm (DO)
- II. Minutes
 - a. **MOTION:** accept October minutes (EL/KW-E/unanimous)
- III. Financial Reports
 - A. Treasurer's report-
 - a. **MOTION:** accepted (KW-E/MM/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (EL/PB/unanimous)
 - b. there need to be firmer policies and procedures for financial aspects
 - c. There are questions on tax and a bill to the school
 - C. Budget analysis
 - a. **MOTION:** accepted (KW-E/EL/unanimous)
- IV. Petitioners
 - a. None
- V. Correspondence
 - a. Nicole Sorbara and Joyce Cates would both like to buy back ten days of their sick time.
 - i. **MOTION:** to accept the request of both members (EL/PB/unanimous)
- VI. Committee Reports
 - A. Building & Grounds
 - a. The mulch needs to be removed from around the porch area. Kristin will contact Jim Hyatt as he has been hard to reach lately.
 - b. Jim does not have the capabilities to remove the spirea and someone else should be contacted about removal
 - B. Personnel Committee
 1. Community Relations Specialist
 - a. A work in progress
 2. Museum Manager
 - a. First priority is getting a Community Relations Specialist
 3. Negotiations
 - a. In progress
 - C. Museum Committee
 - a. The carpet was pulled up from the glass room and needs to possibly be replaced. Repairs should come from the museum budget line.
 - D. Planning Committee
 - a. Malory from Dell spoke to the BoT about purchasing a SMARTboard and the options available to us. We may be able to demo a SMARTboard for 30-60 days. Grants may be available to us for this purchase.
 - b. We need to have an hour and a half meeting (after Thanksgiving) on the budget and planning committees

- c. Some adjustments need to be made to help protect the safety of the staff

VIII. Old Business

- a. New Mandated Sexual Harassment Training
 - i. Will be done yearly
- b. December 6th Holiday Party – BoT & EPL&M Staff plus staff gifts
- c. Friends Group
 - i. Randy Enos will come in December to meet about formulating a group

IX. New Business

- A. Building issues
 - a. The organizational aspects of the library are being corrected
 - b. We need to have quotes for the ceiling tiles and removing wallpaper
- B. Personnel
 - a. Kristin was appreciative for being sent to NYLA for training
- C. Clayton Winters donated earnings from paintings to the library
- D. Wassail
 - a. The community room will be used for the Wassail

IX. Reports were emailed to the board and will be attached

- A. Director's Report
- B. Children's Librarian's report
- C. Community Relations Specialist report
- D. MAB recommendations/notes
- E. RCLS Training Report (Camille)
- F. RCLS Training Report (Nicole)

X. Meeting adjourned at 8:18 (DO/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY, December 17th 2018.

Ellenville Public Library & Museum

December 17, 2018 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Michelle Mainolfi, Erin Levine, Kate Walsh-Eckert, Pam Buchwalter, teleconference: attorney Abby Osgood, absent with just cause: director Kristin Fowler

- I. Call to order 6:00 pm (DO)
- II. Minutes
 - a. **MOTION:** accept November minutes (EL/KW-E/unanimous)
- III. Financial Reports
 - A. Treasurer's report-
 - a. **MOTION:** accepted (KW-E/MM/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (EL/PB/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (KW-E/EL/unanimous)
- IV. Petitioners
 - a. None
- V. Correspondence
 - a. A thank you was sent from the staff thanking the board for the holiday dinner and gifts.
- VI. Committee Reports
 - a. Building & Grounds
 - a. Kristin needs to look into the work we had done on the air conditioner in 2017 so that we know what was done and what may be under warrantee.
 - b. Estimates were sent for mold remediation, ceiling replacement, chimney repair, heating/cooling, P.N. Alarm,
 - B. Personnel Committee
 1. Community Relations Specialist
 - a. A work in progress
 2. Negotiations
 - a. In progress
 - C. Museum Committee
 - a. Joint meeting is next month (January 10th at 6:45)
 - D. Planning Committee
- VIII. Old Business
 - a. Friends Group
 - i. Randy Enos came to speak to the board about Friends Groups
 1. Tool Kits were given to Kristen that may be helpful
 - a. Tapping into Baby Boomers
 - b. Libraries Need Friends
 2. We need to find the core group of people to help start the group
 3. The group will need to work well with the president
 4. It can take up to 3 years for a Friends Group to be formulated
 - b. **MOTION:** to pay recurring bills between board meetings in 2019 (MM/PB/unanimous)

- c. Staff survey results will be tabled until next month
- d. We need a technology committee and Digital Librarian
 - i. Dell will let us try and buy items

Executive Session entered at 7:28 to discuss matters of personnel (DO)

Executive Session ended at 7:36

IX. New Business

- a. King + King will visit December 21st at 1:00
- b. The board wants to look into ways that we can increase security for the staff
 - i. Life alert type necklaces from P.N. alarm
 - 1. Kristin can check on prices from P.N.
 - ii. A camera system

IX. Reports were emailed to the board and will be attached

- A. Director's Report
- B. Children's Librarian's report
- C. Community Relations Specialist report

X. Meeting adjourned at 7:46 (PB/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY, January 22nd 2018.