

# Ellenville Public Library & Museum

*January 22, 2019 Board Meeting Minutes*

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

- I. Call to order 6:00 pm (DO)
- II. Minutes
  - a. **MOTION:** accept December minutes (EL/MM/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)
      - i. The library needs to adopt a purchase order form to make the billing process easier
  - C. Budget analysis
    - a. **MOTION:** accepted (EL/unanimous)
- IV. Petitioners
  - a. None
- V. Correspondence
  - a. Thank you for the donation of toiletries from the Ellenville Community Action Group
  - b. Thank you for the kind thoughts and prayers on the passing of Nadia's mother
  - c. Thank you from Ulster Heights Methodist Church for the donation to the food pantry
  - d. Terry Houck wrote on behalf of the Town of Wawarsing approving to give EPL&M an allotment of \$6,500 this year
- VI. Committee Reports
  - a. Building & Grounds
    - a. The mulch needs to be removed from around the porch. The trustees will remove it in the spring if Jim Hyatt is unable to do so
    - b. Kristin will attend a RCLS workshop on grants to help with construction projects at the library
    - c. There are several items that need to be repaired or looked into
      - i. Carpet cleaning
      - ii. Bathroom tiles in the Men's Room
      - iii. Heat alarm in the museum
        1. Boiler needs a qualified service person
      - iv. Security of the staff kitchen/community room/outside the library
  - B. Personnel Committee

Executive Session entered at 6:48 to discuss matters of personnel (DO)

Executive Session ended at 7:23 (DO)

1. Community Relations Specialist
  - a. A work in progress
2. Negotiations
  - a. In progress
- C. Museum Committee
  - a. The Trustees and MAB met last month
- D. Planning Committee

- VIII. Old Business
- a. Staff survey results

Executive Session to discuss matters of personnel at 7:27 (DO)  
Executive Session ended at 8:10 (DO)

**MOTION:** To accept Joyce's request to attend the Computers in Libraries Conference (MM/EL/unanimous)

- IX. New Business
- a. The Budget Vote/ is the third Tuesday of April
  - b. **MOTION:** to accept N.S.'s request for health benefits buyout (EL/unanimous)
  - c. King & King Architects were very informative with their walkthrough. We are hopeful to work with them in the future when working on the library.

Executive Session to discuss matters of personnel at 8:16 (KF)  
Executive Session ended at 8:37 (EL)

- X. Reports were emailed to the board and will be attached
- A. Director's Report
  - B. Children's Librarian's report

- X. Meeting adjourned at 8:55 (PB/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY, February 19th 2019.**

# Ellenville Public Library & Museum

February 25, 2019 Board Meeting Minutes

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

- I. Call to order 6:02pm (DO)
- II. Minutes
  - a. **MOTION:** accept January minutes (EL/KW-E/unanimous)
- III. Financial Reports
  - A. Treasurer's report-
    - a. **MOTION:** accepted (KW-E/EL/unanimous)
    - b. Don spoke about what can be done with the library's fund balance
  - B. Bills to be paid
    - a. **MOTION:** accepted (EL/PB/unanimous)
    - b. Kudos on the amazon bill, everything looks great
  - C. Budget analysis
    - a. **MOTION:** accepted (KW-E/EL/unanimous)
  - D. **MOTION:** to approve to override the tax levy (PB/EL/unanimous)
- IV. Petitioners
  - a. None
- V. Correspondence
  - a. Letters of interest were received from
    - i. Jamillah El Bey
    - ii. Bucky Green
- VI. Committee Reports
  - A. Building & Grounds
    - a. An amount from the fund balance will go towards buildings and grounds
  - B. Personnel Committee
    1. Community Relations Specialist
      - a. Adult and Teen programmer is more in need than a Community Relations Specialist
    2. Marty Rabkin has great ideas to work on PR/advertising/problem solving for the library. He has a lot of experience working in diverse markets and wants to help the library.
      - a. **MOTION:** to approve Marty Rabkin at a rate of \$250/month for a year to work on PR/advertising with the library beginning 3/1 (EL/KW-E/unanimous)
    3. Negotiations
      - a. In progress
  - C. Museum Committee
    - a. The renovations/remodel need to be part of a bigger strategy/game plan and need to be put on hold until we have a building condition report.
  - D. Planning Committee
    - a. Staff hiring was discussed

- b. **MOTION:** to go forward with the job postings in the library (PB/KW-E/unanimous)

VIII. Old Business

- a. Building and Estimate update
  - i. Staff security measurements are a priority as we have had 2 patrons cause problems in the library

IX. New Business

- A. Building issues
  - a. Andy Walters-repainting and repair the community room entry and community room
    - i. We would like to wait until King & King does their walkthrough
- B. Kate filled out her letter of intent for the trustee position
- C. Establishment of Capital Funds
  - a. Technology
  - b. Building upgrades
- D. Kristy Wood's contract expired
  - a. Personnel Committee will discuss terms for a new contract and report back to the board
- E. newspapers.com will digitize our collection for free if they are allowed to keep the articles for their site and they will provide a site license for the library.
- F. **MOTION:** to accept the NYS library report for 2018 (EL/PB/unanimous).

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

- A. Director's Report
- B. Children's Librarian's report
- C. MAB recommendations/notes

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

**THE NEXT BOARD MEETING WILL BE MONDAY, March 18<sup>th</sup> 2019.**

# Ellenville Public Library & Museum

March 18, 2019 Board Meeting Minutes

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

- I. Call to order 6:06pm (DO)
- II. Minutes
  - a. **MOTION:** accept February minutes (KW-E/PB/unanimous)
- III. Financial Reports
  - A. Treasurer's report-
    - a. **MOTION:** accepted (KW-E/EL/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. Jamillah El Bey came to speak to the library to speak about her potential role as a museum advisory board member
- V. Correspondence
  - a. Letters of interest were received from
    - i. Pam Kuhlmann
    - ii. Jeff Rubin
    - iii. Henry Bartosik
- VI. Committee Reports
  - A. Building & Grounds
    - a. Proposal from Jim Hyatt
    - b. **MOTION:** to approve Jim Hyatt's spring maintenance proposal and planting of annuals hold on the additional workshop pending discussion on budget (EL/MM/unanimous)
  - B. Personnel Committee
    1. Community Relations Specialist
      - a. Adult and Teen Programmer was discussed
        - i. Need tech and gaming
      - b. **MOTION:** to amend the Community Relations position to a Community Relations Specialist
    2. Museum Manager

EXECUTIVE SESSION entered to discuss matters of personnel at 7:01 pm (DO) and ended at 7:23 (EL)  
**MOTION:** to accept a salary increase of \$6,500 for Director Kristin Fowler effective 4/1 (EL/KW-E/unanimous)

  3. Negotiations
    - a. In progress
  - C. Museum Committee
    - a. We would like to meet the candidates for the museum advisory board

EXCEUTIVE SESSION entered at 7:33 to discuss matters of personnel (DO) and exited at 7:45 (EL)

D. Planning Committee

- a. **MOTION:** to go forward with the job postings in the library (PB/KW-E/unanimous)

VIII. Old Business

- a. Just Right HVAC  
i. Proposal tabled pending follow up questions  
b. P.N. Alarms was supposed to come today, but should come tomorrow

IX. New Business

- a. Budget  
i. **MOTION:** to accept the proposed budget (MM/PB/unanimous)  
b. Will You Go My Way: Going Fines Free  
c. Museum Studies certificate via Northwestern Online  
i. **MOTION:** add this year's Iris Stedner Charitable Trust donation for the Museum Studies certification (EL/PB)

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

- A. Director's Report  
B. Children's Librarian's report  
C. Museum Clerk

X. Meeting adjourned at 8:04 (DO/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY, April 15<sup>th</sup> 2019.**

# Ellenville Public Library & Museum

*April 29, 2019 Board Meeting Minutes*

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

- I. Call to order 6:00 pm (DO)
  - II. Minutes
    - a. **MOTION:** accept April's special meeting minutes (KW-E/PB/unanimous)
    - b. **MOTION:** accept March 2019's meeting minutes (EL/KW-E/unanimous)
  - III. Financial Reports
    - A. Treasurer's report
      - a. **MOTION:** accepted (KW-E/EL/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 letter was received from Igor Procyk from The Church of Christ regarding use of the bulletin board
    - b. Abby submitted her letter of resignation effective immediately
  - VI. Committee Reports
    - A. Building & Grounds
      - a. Proposal from Jim Hyatt
    - B. Personnel Committee
      1. Patron internet use was discussed
        - a. We need updated policies
        - b. We need to add filters to the internet
      2. **MOTION:** to give a stipend of \$350 to Kristin for her study abroad trip in Italy (MM/EL/unanimous)
- EXECUTIVE SESSION entered to discuss matters of personnel at 8:02 pm (DO) and ended at 7:23 (EL)
- C. Negotiations
    - a. In progress
  - D. Museum Committee
    - a. We would like to meet the candidates for the museum advisory board
- EXECUTIVE SESSION entered at 7:33 to discuss matters of personnel (DO) and exited at 7:45 (EL)
- E. Planning Committee
- VIII. Old Business
    - a. MAB letters of intent

i. We need to meet with candidates

IX. New Business

- a. Sara Starts and Lisa Loftus From King & King Architects came to present a pre-master plan for our library
- b. Will You Go My Way: Going Fines Free
  - i. tabled until next meeting

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

- A. Director's Report
- B. Children's Librarian's report
- C. Museum Clerk

X. Meeting adjourned at 8:12 (KW-E/PB/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY MAY 20, 2019.**



# Ellenville Public Library & Museum

*May 20, 2019 Board Meeting Minutes*

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

- I. Call to order 6:05 pm (DO)
- II. Minutes
  - a. **MOTION:** accept April's meeting minutes (KW-E/PB/unanimous)
- III. Financial Reports
  - A. Treasurer's report
    - a. **MOTION:** accepted (KW-E/EL/unanimous)
      - i. The Amazon order needs to be fixed
      - ii. We need to consider using a more updated version of Quickbooks that could be used instead of Paychex
  - 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. None
- VI. Committee Reports
  - A. Building & Grounds
    - a. Jim Hyatt clarified the questions the BOT and MAB had at the last meeting
    - b. The A/C unit needs to be a priority
  - B. Personnel Committee
    - a. Adult and Teen Programmer
      - i. Approved and will be advertised
    - b. Negotiations
      - i. Entered executive session at 6:42 to discuss matters of personnel, exiting at 7:09 (DO)
    - c. Attorney
      - i. A work in progress
  - C. Museum Committee
    - a. Nicole will be full time in the museum June 3rd.
  - D. Planning Committee
    - a. We need a master plan and would like King & King to help us
- VIII. Old Business
  - a. MAB appointments and Friends Group formation

- i. **MOTION:** to appoint Robin Siegel and Pam Kuhlmann to the MAB  
(EL/MM/unanimous)

IX. New Business

- a. Staff Issues/ Updates
- b. Fines Free Discussion
- c. Construction grant workshop

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

- A. Director's Report
- B. Children's Librarian's report
- C. Museum Clerk

- X. Meeting adjourned at 7:52 (PB/EL/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY June 17, 2019.**

# Ellenville Public Library & Museum

*June 17, 2019 Board Meeting Minutes*

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

- I. Call to order 6:11 pm (DO)
- II. Venice update from Kristin
  - a. Kristen had the opportunity to travel to Venice for the ARLIS conference and let us know about her trip
- III. Minutes
  - a. **MOTION:** accept May's meeting minutes (EL/PB/unanimous)
- IV. Financial Reports
  - A. Treasurer's report
    - a. **MOTION:** accepted (MM/EL/unanimous)
  - B. Bills to be paid
    - a. **MOTION:** accepted (EL/PB/unanimous)
  - C. Budget analysis
    - a. **MOTION:** accepted (MM/EL/unanimous)
- IV. Petitioners
  - a. None
- V. Correspondence
  - a. Music on Market thanked us for their support and invited us to upcoming events for sponsors and volunteers
  - b. Robert Pollak sent us a pamphlet for his upcoming exhibit
- VI. Committee Reports
  - A. Building & Grounds
    - a. Everything looks great
  - B. Personnel Committee
    - a. Adult and Teen Programmer
      - i. Maria Cecilia Deferrari met with the board
    - b. Negotiations
      - i. Entered executive session at 7:53 to discuss matters of personnel, exiting at 8:08 (DO)
    - c. Attorney
      - i. Dawn Conklin attended the meeting to see if she would be interested in the position for attorney

**MOTION:** to appoint Dawn Conklin at the approved rate effective immediately  
(MM/EL/unanimous)
  - C. Museum Committee
    - a. MAB report was sent to the board
    - b. The MAB would like to have a rotating person from the board attend meetings on a more scheduled/quarterly basis

D. Planning Committee

- a. The board would like an update on Marty Rabkin's progress
- b. Don converted the Freedcamp files onto a Google drive

VIII. Old Business

**MOTION:** to become a fines free library (EL/MM/unanimous)

New Business

- a. MAB applications to Friends of EPL&M
- b. Personnel- salary discussion- tabled due to time constraints

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

- A. Director's Report
- B. Children's Librarian's report
- C. Museum Clerk

X. Meeting adjourned at 8:20 (PB/EL/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY July 15, 2019.**

# Ellenville Public Library & Museum

July 15, 2019 Board Meeting Minutes

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

- I. Call to order 6:11 pm (DO)
- II. Minutes
  - a. **MOTION:** accept June's meeting minutes (EL/PB/unanimous)
- III. Financial Reports
  - A. Treasurer's report
    - a. **MOTION:** accepted (MM/EL/unanimous)
  - B. Bills to be paid
    - a. **MOTION:** accepted (EL/PB/unanimous)
  - C. Budget analysis
    - a. **MOTION:** accepted (MM/EL/unanimous)
- IV. Petitioners
  - a. None
- V. Correspondence
  - a. The library was mentioned in the newsletter for \_\_\_\_\_
- VI. Committee Reports
  - A. Building & Grounds
    - a. Ehlich- to complete walkthrough of grounds for potential problems
  - B. Personnel Committee
    - a. Executive session to discuss the matter of personnel at 6:16; exiting at 6:18
      - i. **MOTION:** to accept an insurance buy-out from employee A (KW-E, MM/unanimous)
    - b. Staffing
      - i. Will Dickerson attended the meeting after applying to the library.
        1. **MOTION:** to offer Will Dickerson a part-time clerk position (EL, PB/unanimous)
      - ii. **MOTION:** to increase KW's salary to \$21.00/hour to be paid retroactively (EL/ PB/ unanimous)
    - c. Adult and Teen Programmer
      - i. In progress
    - d. Negotiations
      - i. Executive session entered at 7:11, exiting at 7:22 (MM)
  - C. Museum Committee
    - a. New members have attended their first meeting
  - D. Planning Committee
    - a. Technology Committee is meeting with Moses Aponte on Wednesday at 6:00 to discuss linking technology with the school district

- VIII. Old Business
  - a. King & King sent their proposal for the architectural master plan for us to look
- IX. New Business
  - a. Nepotism Policy
    - i. Executive session to discuss matters of personnel at 7:51, exiting at 8:03 (DO)
- IX. Reports were emailed to the board and will be attached
  - A. Director's Report
  - B. Children's Librarian's report
  - C. Museum Clerk
- X. Meeting adjourned at 8:15 (PB/EL/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY August 19, 2019.**

# Ellenville Public Library & Museum

*August 19, 2019 Board Meeting Minutes*

**Members Present:** Trustees Donald Odom Jr., Kate Walsh-Eckert, Pam Buchwalter, Attorney Dawn Conklin, Director Kristin Fowler; **Members Absent:** Trustees Erin Levine, Michelle Mainolfi, absent with just cause

1. **Call to order** 6:03 pm (DO)
2. **Minutes**
  - a. **MOTION:** accept July's meeting minutes (KE/PB/unanimous)
3. **Financial Reports**
  - a. Treasurer's report
    - i. **MOTION:** accepted (KE/PB/unanimous)
  - b. Bills to be paid
    - i. **MOTION:** accepted (KE//PB unanimous)
  - c. Budget analysis
    - i. **MOTION:** accepted (KE/PB unanimous)
4. **Petitioners**
  - a. None
5. **Correspondence**
  - a. None
6. **Committee Reports**
  - a. Building & Grounds
    - i. Tree Work
      1. Proposal from Jim Hyatt reviewed. We need to get additional estimates. Recommendations to approach Ulster Tree, Gray Squirrel, Santi, Asplund, etc.
    - ii. Heating Oil
      1. Recommendations for oil vendors include Goldsmith, County Petroleum, Heritage, Anderman, etc.
    - iii. Dawn will work on letter for vendors regarding RFPs.
7. **Personnel Committee**
  - a. Executive session to discuss matters of personnel 7:00 PM (KE/PB/unanimous)
  - b. Executive session adjourned 7:40 PM (KE/PB/unanimous)
  - c. Staffing
    - i. Adult and Teen Programmer
      1. Emelia "Emma" Estep attended the meeting at the invitation of the board to interview for the position.
      2. KF to provide credentials with an application to civil service to review.
  - d. Negotiations
    - i. KF to ask NS to provide dates for the next round of negotiations for mid-October.
      1. Don unavailable 3rd Tuesday each month.

8. **Museum Committee**
  - a. Historic Structures Report
    - i. MAB members Debbie Stack (DS), Nadia Maczaj (NM) and Bucky Green (BG) attended the board meeting at the invitation of the board to discuss next steps regarding the Historic Structures Report.
    - ii. PB recommends we RFP and we get (3) bids for the work on the historical structures report. KF to discuss with NS to locate boilerplate templates for RFP. This RFP will be done in accordance with the new purchasing manual (in process). DS / NM to look in their notes for info on firms to approach.
  - b. Joint BOT/MAB meeting set for September 12th at 6:00 PM.
  - c. BG expressed concern about the current exhibit covering two glass cases. Noted.
  - d. **MOTION:** Approved to accept items donated and recommended for Terwilliger House by MAB (KE/PB/unanimous).
9. **Planning Committee**
  - a. Meeting set for September 16th at 6:00 PM. Kristy is invited to attend. MAB is invited to send a representative.
10. **Old Business**
  - a. Oath of Office for KE completed.
    - i. Dawn will stop in at EPL&M to notarize.
  - b. **MOTION:** Approved to affirm new officer appointments and committee assignments for FY2019-2020 approved (KE/PB/unanimous)
11. **New Business**
  - a. Book sale will be on Saturday, August 31st. Please bring items to the library to donate.
  - b. **MOTION:** Approved for Catherine and Rosanne to represent EPL&M at the ERH luncheon. (KE/PB/unanimous)
  - c. Don to circulate purchasing manual on eplm.info shared drive.
12. **Reports were emailed to the board and will be attached. MOTION:**
  - a. Director's Report
    - i. **MOTION:** accepted (KE/PB/unanimous)
  - b. Children's Librarian's report
    - i. **MOTION:** accepted (KE/PB/unanimous)
  - c. Museum Clerk
    - i. **MOTION:** accepted (KE/PB/unanimous)
13. **Meeting adjourned at 8:40 p.m. (PB/EL/unanimous)**

**THE NEXT BOARD MEETING WILL BE MONDAY, September 16th 2019.**



# Ellenville Public Library & Museum

*September 16, 2019 Board Meeting Minutes*

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

- I. Call to order 6:04 pm (DO)
- II. Minutes
  - a. **MOTION:** accept August's meeting minutes (MM/PB/unanimous)
- III. Financial Reports
  - A. Treasurer's report
    - a. **MOTION:** accepted (EL/KW-E/unanimous)
  - B. Bills to be paid
    - a. **MOTION:** accepted (EL/PB/unanimous)
  - C. Budget analysis
    - a. **MOTION:** accepted (MM/EL/unanimous)
- IV. Petitioners
  - a. None
- V. Correspondence
  - a. A donation was given by Pam Stocking for the Minnie fund.
- VI. Committee Reports
  - A. Building & Grounds
    - a. Estimates were given by Gray Squirrel, Jim Hyatt and Santi Tree for work at the library.
      - i. **MOTION:** to approve the bid by Santi Tree Service for work done at the library (KW-E/MM/unanimous)
  - B. Personnel Committee
    - a. Adult and Teen Programmer
      - i. Pending Civil Service approval
    - b. Negotiations
      - i. Ongoing- will be finalized October 17th at 6 pm
  - C. Museum Committee
    - a. We are looking into a historic structure report
    - b. The Board of Trustees has full confidence in Nicole and does feel it necessary to have have joint board meetings or board liaisons at MAB meetings. The MAB is more than welcome to attend library board meetings. This gives the board members the time to focus on their respectable sub-committee assignments.
  - D. Planning Committee
    - a. We need to have standard policies for events in the museum and library to make events all run equitably.
    - b. Meeting 9/26 at 6:00

- VIII. Old Business
  - a. Restructuring- tabled pending Civil Service
- IX. New Business
  - a. Fuel
    - i. **MOTION:** to approve Goldsmith Fuel's bid for oil (EL/KW-E/unanimous)
- IX. Reports were emailed to the board and will be attached
  - A. Director's Report
  - B. Children's Librarian's report
- X. Meeting adjourned at 7:06 (PB/MM/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY October 21, 2019.**

# Ellenville Public Library & Museum

October 21, 2019 Board Meeting Minutes

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

- I. Call to order 6:07 pm (DO)
- II. Minutes
  - a. **MOTION:** accept September's meeting minutes (PB/KW-E/unanimous)
- III. Financial Reports
  - A. Treasurer's report
    - a. **MOTION:** accepted (EL/KW-E/unanimous)
    - b. We need to have a new milage sheet for reimbursement
  - B. Bills to be paid
    - a. **MOTION:** accepted (EL/KW-E/unanimous)
  - C. Budget analysis
    - a. We will discuss remotely
- IV. Petitioners
  - a. None
- V. Correspondence
  - a. None
- VI. Committee Reports
  - A. Building & Grounds
    - a. Roseanne is trying to get two estimates for the black topping of the parking lot.
    - b. Jim Hyatt sent his proposal for snow and sanding. We need to get more bids.
  - B. Personnel Committee
    - a. **MOTION:** to regretfully accept Kristy's resignation effective November 16th (EL/PB/unanimous)
    - b. Executive Session entered 6:25 to discuss matters of personnel
    - c. **MOTON:** to approve Lynn Sims as bookkeeper not to exceed 30 hours/week at \$21/hr. with an effective start date of November 1st (KW-E/MM/unanimous)
    - d. Executive Session ended at 6:40
    - e. Adult and Teen Programmer
      - i. **MOTION:** to approve Emelie Estep as the new adult and teen programmer with a start date of November 1st at a rate of \$40,000 a year (EL/PB/unanimous).
      - ii. Executive session entered at 7:03
      - iii. Executive session ended at 7:15
    - f. Negotiations
      - i. Concluded
  - C. Museum Committee

- a. The MAB would like to have semi-annual meetings with the board.
  - i. **MOTION:** A revised meeting schedule for the board and MAB was discussed and the board upholds the prior decision from the September meeting (PB/KW-E/unanimous)
  - ii. Executive session entered at 7:27 to discuss matters of personnel
  - iii. Executive session ended at 7:40

- D. Planning Committee
  - a. Date TBD

VIII. Old Business

- a. Building and Estimate updates
- b. Restructuring

IX. New Business

- i. Staff updates
- ii. **MOTION:** to increase petty cash to \$100 (KW-E/MM/unanimous)
- iii. **MOTION:** to accept the accession list from MAB (EL/KW-E/unanimous)

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

- A. Director's Report
- B. Children's Librarian's report

- X. Meeting adjourned at 7:49 (EL/KW-E/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY November 18, 2019.**

# Ellenville Public Library & Museum

*November 18, 2019 Board Meeting Minutes*

**Members Present:** Trustees Donald Odom Jr., Michelle Mainolfi, Kate Walsh-Eckert, Erin Levine, director Kristin Fowler, attorney Dawn Conklin, absent trustee Pam Buckwalter with just cause

- I. Call to order 6:08 pm (DO)
- II. Minutes
  - a. **MOTION:** accept October's meeting minutes (KW-E/MM/unanimous)
- III. Financial Reports
  - A. Treasurer's report
    - a. **MOTION:** accepted (EL/KW-E/unanimous)
  - B. Bills to be paid
    - a. **MOTION:** accepted (EL/KW-E/unanimous)
  - C. Budget analysis
    - a. **MOTION:** accepted (EL/KW-E/unanimous)
- IV. Petitioners
  - a. None
- V. Correspondence
  - a. None
- VI. Committee Reports
  - A. Building & Grounds
    - a. **MOTION:** to accept Jim Hyatt's proposal for snow removal (KW-E/MM/unanimous)
  - B. Personnel Committee
    - a. Adult and Teen Programmer
      - i. Emelie Estep is doing very well in her new position
    - b. Negotiations
      - i. Negotiations went well; final documents are being prepared. The committee will review it to sign off on it prior to board approval
  - C. Museum Committee
    - a. The BOT and MAB will be meeting quarterly
    - b. **MOTION:** to approve the list of items (EL/MM/unanimous)
  - D. Planning Committee
    - a. A lot of work has been done over the year. We are looking into offering free fax services.
- VIII. Old Business
  - a. Jesse is going to fix the banisters at the museum
- IX. New Business
  - i. The BOT & Staff Holiday Party is 12/12/19 in the community room
  - ii. **MOTION:** to enter executive session to discuss matters of personnel 7:03, ending at 7:10 (DO)

iii. **MOTION:** to give Marty Rabkin a raise of \$500/month to work on PR for the library (EL/KW-E/unanimous)

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

- A. Director's Report
- B. Museum Report
- C. Children's Librarian's report

X. Meeting adjourned at 7:20 (EL/KW-E/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY December 16, 2019.**

# Ellenville Public Library & Museum

*December 16, 2019 Board Meeting Minutes*

**Members Present:** Trustees Donald Odom Jr., Michelle Mainolfi, Kate Walsh-Eckert, Erin Levine, Pamela Buckwalter, director Kristin Fowler, attorney Dawn Conklin

- I. Call to order 6:05 pm (DO)
- II. Minutes
  - a. **MOTION:** accept November's minutes (KW-E/MM/unanimous)
- III. Financial Reports
  - A. Treasurer's report
    - a. Taking the auditor's (Pam) recommendations under advisement
    - b. **MOTION:** accepted (EL/MM/unanimous)
  - B. Bills to be paid
    - a. **MOTION:** accepted (EL/MM/unanimous)
  - C. Budget analysis
    - a. **MOTION:** accepted (EL/MM/unanimous)

**MOTION:** to pay reoccurring bills between meetings (PB/MM/unanimous)  
**MOTION:** to approve the MOA (EL/KW-E/unanimous)
- IV. Petitioners
  - a. None
- V. Correspondence
  - a. Thank you from the staff thanking the BOT and MAB for the holiday party and staff appreciation gifts.
  - b. Catherine thanked the board for a bracelet and faculty meeting
  - c. The board wanted to acknowledge Catherine on her upcoming retirement. We thank her for her many years of service and wish her well on her future endeavors.
- VI. Committee Reports
  - A. Building & Grounds
    - a. Pending reports
      - i. Historic structures report- preparing to go out for bid
      - ii. We need to mesh the goals of historic structure report and King & King report
    - b. Personnel Committee
      - i. The contract has been finalized this year
      - ii. With Catherine leaving, her job responsibilities need to be divided
      - iii. Executive session called at 6:38 to discuss matters of personnel, exiting at 6:43
  - B. Museum Committee
    - a. The BOT and MAB will be meeting January 9th at 6:00
  - C. Planning Committee
    - a. None
- VIII. Old Business
  - a. None

IX. New Business

- i. The staff needs laptops. We need to look into getting chrome books for the staff.
- ii. **MOTION:** to accept Nicole and Joyce's request to buy back of sick time in accordance with the contract (EL/KW-E/unanimous)
- iii. **MOTION:** to approve the 2020 calendar (PB/MM/unanimous)
- iv. Living Well Ellenville has exciting updates

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

- A. Director's Report
- B. Museum Report
- C. Children's Librarian's report- Susan was on vacation
- D. Adult/Teen Programmer Report

X. Meeting adjourned at 7:20 (EL/KW-E/unanimous)

**Upcoming meetings:**

Joint BOT/MAB meeting January 9th at 6:00 and a BOT meeting January 21st