

# Ellenville Public Library & Museum

*January 21, 2020 Board Meeting Minutes*

**Members Present:** Trustees President Donald Odom Jr., Vice President Michelle Mainolfi, Secretary Erin Levine, Auditor of Bills Pamela Buckwalter, director Kristin Fowler, attorney Dawn Conklin, absent with just cause Kate Walsh-Eckert

- I. Call to order 6:05 pm (DO)
- II. Minutes
  - a. **MOTION:** accept December's minutes (MM/PB/unanimous)
- III. Financial Reports
  - A. Treasurer's report
    - a. There are several mistakes on the Treasurer's Report that need to be reviewed prior to the board meetings
    - 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)
- IV. Petitioners
  - a. None
- V. Correspondence
  - a. Debbie Stack wished the staff a wonderful holiday season and thanked
  - b. Edwin Robles hand delivered a letter of claim
- VI. Committee Reports
  - A. Building & Grounds
    - a. All going smoothly
  - B. Personnel Committee
    - a. Will resigned today giving his 2 week notice
  - C. Museum Committee
    - a. We had a joint meeting January 9th. In the future we will host the Museum Committee at board meetings
    - b. **MOTION:** to change the designation of Museum Advisory Board to Museum Advisory Committee (EL/MM/unanimous)
  - D. Planning Committee
    - a. None
- VIII. Old Business
  - a. None
- IX. New Business
  - a. Executive session entered at 6:37 to discuss matters of personnel, ending at 6:47
  - b. Budget schedule (PB/EL/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
  - D. Adult/Teen Programmer Report
- X. Meeting adjourned at 6:53 (EL/MM/unanimous)

**Upcoming meetings:**

MAB February 24th

# Ellenville Public Library & Museum

*February 12, 2020 Board Meeting Minutes*

**Members Present:** Trustees President Donald Odom Jr., Vice President Michelle Mainolfi, Secretary Erin Levine, Auditor of Bills Pamela Buckwalter, 2nd Vice President Kate Walsh-Eckert, Susan Mangan, absent with just cause director Kristin Fowler, attorney Dawn Conklin

- I. Call to order 6:33 pm (DO)
- II. Minutes
  - a. **MOTION:** executive session to discuss matters of personnel started at 6:34 (PB, KW-E, unanimous)
  - b. Executive session ended at 7:15 (EL, MM, unanimous)
- IV. Petitioners
  - a. None
- V. New Business
  - a. Budget
  - b. **MOTION:** to pay an hourly rate not to exceed \$15/hr for polling staff (PB/KW-E/unanimous)
- X. Meeting adjourned at 7:33 (EL/MM/unanimous)

**Upcoming meetings:**

BOT February 24th

# Ellenville Public Library & Museum

*February 24, 2020 Board Meeting Minutes*

**Members Present:** Trustees Donald Odom Jr., Kate Walsh-Eckert, Pam Buchwalter, Michelle Mainolfi, attorney Dawn Conklin, acting director Susan Mangan, entered at 6:38 Erin Levine

- I. Call to order 6:05 pm (DO)
- II. Minutes
  - a. **MOTION:** accept March's meeting minutes (KW-E/PB/unanimous)
- III. Financial Reports
  - A. Treasurer's report
    - a. **MOTION:** accepted (MM/KW-E/unanimous)
      - i. Chrome books- \$150 each will come with the SMARTboard
  - B. Bills to be paid
    - a. **MOTION:** accepted (MM/KW-E/unanimous)
  - C. Budget analysis
    - a. **MOTION:** accepted (MM/KW-E/unanimous)
- IV. Petitioners
  - a. none
- V. Correspondence
  - a. E-mail from Gerald Berliner- he wants to present his town and Villiage marketing logo. He would come in person and show us, or send us a confidential link to view it.
  - b. Three polling dates are requested- community room. Right now no early voting.
- VI. Committee Reports
  - A. Building & Grounds
    - a. Everything looks fabulous
  - B. Personnel Committee
    - a. We need to look into getting caller-ID on the phones. Is this service provided by the phone company?
    - b. Entered executive session to discuss matters of personnel at 6:20, ending at 6:50 (PB/MM/unanimous)
    - c. Susan needs to be added to the RCLS email list to be sure she's getting all info
  - C. Museum Committee
    - a. Nicole expressed concerns that there are changes being made without approval from herself or the board. The Museum Collection Management Policy needs to be reviewed and amended before board approval.
  - D. Planning Committee
    - a. Emma is doing a fabulous job planning events
- VIII. Old Business
  - a. Pending budget- due next Monday

IX. New Business

- a. We need to consider adding Kurt and Sandy as employees
- b. The electronic newsletter looks AMAZING
- c. **MOTION:** The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2019 Annual Report was reviewed and accepted by the Board (KW-E/EL/unanimous)
- d. We need to ask Grace about the Shield Act, but it seems like it does not apply to us.

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 7:21 (PB/EL/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY March 16, 2020.**

# Ellenville Public Library & Museum

March 16, 2020 Board Meeting Minutes

**Members Present:** Trustees Donald Odom Jr., Kate Walsh-Eckert, Pam Buchwalter, Michelle Mainolfi, attorney Dawn Conklin, absent with cause Kristen Fowler, acting director Susan Mangan, entered at 6:30  
Erin Levine

- I. Call to order 6:05 pm (DO)
- II. Minutes
  - a. **MOTION:** accept February's meeting minutes (KW-E/PB/unanimous)
- III. Financial Reports
  - A. Treasurer's report
    - a. **MOTION:** accepted (MM/KW-E/unanimous)
      - i. Chrome books- \$150 each will come with the SMARTboard
  - B. Bills to be paid
    - a. **MOTION:** accepted (MM/KW-E/unanimous)
  - C. Budget analysis
    - a. **MOTION:** accepted (MM/KW-E/unanimous)
- IV. Petitioners
  - a. none
- V. Correspondence
  - a. E-mail from Gerald Berliner- he wants to present his town and Village marketing logo. He would come in person and show us, or send us a confidential link to view it.
  - b. Three polling dates are requested- community room. Right now no early voting.
- VI. Committee Reports
  - A. Building & Grounds
    - a. Everything looks fabulous
  - B. Personnel Committee
    - a. We need to look into getting caller-ID on the phones. Is this service provided by the phone company?
    - b. Entered executive session to discuss matters of personnel at 6:20, ending at 6:50 (PB/MM/unanimous)
    - c. Susan needs to be added to the RCLS email list to be sure she's getting all info
  - C. Museum Committee
    - a. **MOTION:** to approve the museum's collection policy as provided by Nicole Sorbara (MM/PB/unanimous)
  - D. Planning Committee
    - a. Events are being canceled and/or postponed due to the current events surrounding COVID-19.
- VIII. Old Business

a. None

IX. New Business

- a. **MOTION:** to appoint Susan Mangan as acting director until rescinded by the board (KW-E/EL/unanimous)
- b. **MOTION:** to approve the 2021 budget April 14th (PB/MM/unanimous)
- c. **MOTION:** to give a retroactive 2 percent raise for R.T. (MM/PB/unanimous)
- d. **MOTION:** to extend K.F.'s probationary period for 6 months (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. Museum Clerk

X. Meeting adjourned at 6:46 (KW-E/PB/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY April 13, 2020.**

# Ellenville Public Library & Museum

*March 26, 2020 Board Meeting Minutes*

As per the e-mail correspondence between the BOT, an emergency vote was held due to the COVID-19 pandemic.

**MOTION:** The library will remain closed until further notice (EL/MM/unanimous)

**MOTION:** To postpone the 2021 Budget Vote and Trustee Election until a date in June TBD (KW-E/MM/unanimous)



# Ellenville Public Library & Museum

*April 20, 2020 Board Meeting Minutes*

**Members Present:** Trustees Donald Odom Jr., Kate Walsh-Eckert, Pam Buchwalter, Michelle Mainolfi, attorney Dawn Conklin, absent with cause Kristen Fowler, acting director Susan Mangan

I. Call to order 6:03 pm (DO)

Pledge of Allegiance

Moment of silence for COVID-19 victims locally, around the state and around the world

II. Minutes

a. **MOTION:** accept March's meeting minutes (PB/MM/unanimous)

III. Financial Reports

A. Treasurer's report

a. **MOTION:** accepted (KW-E/MM/unanimous)

B. Bills to be paid

a. **MOTION:** accepted (KW-E/MM/unanimous)

C. Budget analysis

a. **MOTION:** accepted (KW-E/MM/unanimous)

IV. Petitioners

a. none

V. Correspondence

a. Letter regarding Employee A which is under advisement of personnel committee at the moment. Action is forthcoming in due course.

VI. Committee Reports

A. Building & Grounds

a. Two reports were submitted by Jim Hyatt and Santi Tree

i. Buildings and Grounds will meet, discuss questions and report back to the board

B. Personnel Committee

a. **MOTION:** to allocate funds not to exceed \$2,000 to the budget line for legal consultation (EL/MM/unanimous)

C. Museum Committee

a. No report due to the COVID-19 pandemic

D. Planning Committee

a. Materials are prepared for things that might be useful to consider. Eve

b. Consider allowing the public the rights to use the internet for school/work purposes from cars/benches/safe spaces

c. The Facebook and Instagram posts are amazing, great job!

d. NY Primaries scheduled for June 23rd, we should consider the last Tuesday in June (June 30th) for our budget vote

- i. **MOTION:** to tentatively set our budget vote for June 30th pending change from the Governor (EL/MM/unanimous)

VIII. Old Business

- a. Many programs have been cancelled or postponed

IX. New Business

- a. **MOTION:** to accept the attached Pandemic Plan with Dawn's added language (EL/MM/unanimous)
- b. A letter was sent to Marty Rabkin thanking him and concluding his services effective April 30th
- c. Reopening timeline is a moving target and will need to be monitored and adjusted as necessary

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

- A. Director/Children's Librarian Report- see attached
  - a. Under the CARE Act we may get a tax credit, but because we are a government entity we are not eligible
  - b. Staff was given online coursework/training to complete. The staff need to be commended for all of their hard work during the pandemic
  - c. Sexual Harassment training is ready for staff and board members
  - d. Employee E started the teen advisory board meeting on Facebook
  - e. Museum manager is working on ways to get the museum online
  - f. Due to the pandemic, patrons can sign up online for a library card
  - g. Newsletter needs a different format in the future
- B. Adult/Teen Programmer- see attached
  - a. Meeting with Teen Advisory Board online
  - b. Is doing a phenomenal
- C. Museum Manager- see attached
  - a. Taking an online class on mold and pests
  - b. Online exhibit

- X. Meeting adjourned at 6:49 (PB/MM/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY May 18, 2020.**

# Ellenville Public Library & Museum

*May 9, 2020 Board Meeting Minutes*

**Members Present:** Trustees Donald Odom Jr., Kate Walsh-Eckert, Pam Buchwalter, Michelle Mainolfi, attorney Dawn Conklin, acting director Susan Mangan, absent with cause Kristen Fowler

- I. Call to order 1:34 pm (DO)
- II. Pledge of Allegiance
- III. Petitioners
- IV. Budget/Trustee Election 2020
  - a. Susan sent the Ellenville School the notices to be published in the journal and record next week for the budget vote. Our ballots are going to be sent out with the school budget votes.
- V. Personnel Committee
  - a. Daniel Tucker- current treasurer for the Villiage of Ellenville
    - i. **MOTION:** to accept Daniel Tucker's nomination for library treasurer at the contractual rate of \$100/month (EL/KW-E/unanimous)
  - A. Based on the letter from the BOT's attorney, we **MOTION:** to approve 3 additional hours (\$1,200) of work (KW-E/MM/unanimous)
  - B. Executive session entered at 1:49, not to reconvene

**THE NEXT BOARD MEETING WILL BE MONDAY May 18, 2020.**

# Ellenville Public Library & Museum

*May 18, 2020 Board Meeting Minutes*

**Members Present:** Trustees Donald Odom Jr., Kate Walsh-Eckert, Pam Buchwalter, Michelle Mainolfi, Erin Levine, attorney Dawn Conklin, acting director Susan Mangan, absent with cause Kristen Fowler

I. Call to order 6:05 pm (DO)

Pledge of Allegiance

II. Minutes

- a. **MOTION:** accept April's meeting minutes (PB/MM/unanimous)
  - i. The minutes are in the shared google drive

III. Financial Reports

- A. Treasurer's report
  - a. With amendments provided by PB **MOTION:** accepted (PB/KW-E/unanimous)
- B. Bills to be paid
  - a. **MOTION:** accepted (PB/KW-E/unanimous)
- C. Budget analysis
  - a. **MOTION:** accepted (PB/KW-E/unanimous)

IV. Petitioners

- a. none

V. Correspondence

- a. A reply from Debbie Stack politely declined to continue her services with the museum as her term is ending.
- b. Pam Kuhlman offered her services as needed for the museum after the discontinuation of MAB

VI. Committee Reports

- A. Building & Grounds
  - a. The grounds look great!
- B. Personnel Committee
- C. Museum Committee
  - a. Needs volunteers as the MAB is transitioning to the Museum Committee
- D. Planning Committee
  - a. Nothing new to report

VIII. Old Business

- a. Budget vote update
  - i. Notices are in the paper, postcards are going out next week
    - 1. We need to spread the word about
  - ii. **RESOLVED:** The board of trustees of Ellenville Public Library and museum is hereby authorized to adapt a budget for the fiscal year 2021 that may

require an override of the state of New York real property tax cap (EL/KW-E/unanimous)

1. Michelle Mainolfi- aye
2. Erin Levine- aye
3. Kate Walsh-Eckert- aye
4. Pam Buckwalter- aye
5. Don Odom- aye

#### New Business

- b. We need to look into other platforms for our meetings (google, bluejeans)
  - c. Reports were emailed to the board and will be attached
    - A. Director/Children's Librarian Report- see attached
      - a. A Mother's Day Donation was given by Eric Aiese
      - b. RCLS re-opening guidance
        - i. Orders are out for PPE for employees
      - c. Virtual Summer Reading Challenge
    - B. Adult/Teen Programmer- see attached
      - a. Meeting with Teen Advisory Board online
      - b. Trying to move programming online
    - C. Museum Manager- see attached
      - a. Online work is happening
- X. Executive session to discuss matters of personnel at 7:09; not to reconvene (PB/MM/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY JUNE 18, 2020.**

# Ellenville Public Library & Museum

*June 15, 2020 Board Meeting Minutes*

**Members Present:** Trustees Donald Odom Jr., Kate Walsh-Eckert, Pam Buchwalter, Michelle Mainolfi, Erin Levine, attorney Dawn Conklin, acting director Susan Mangan, absent with cause Kristen Fowler

I. Call to order 5:59 pm (DO)

Pledge of Allegiance

II. Minutes

- a. **MOTION:** accept the previous two minutes from May (KW-E/MM/unanimous)
  - i. The minutes are in the shared google drive

III. Financial Reports

- A. Treasurer's report
  - a. Daniel Tucker needs to start signing off on reports as treasurer. He also needs to add his signature on file at the bank (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. A letter from Howard Baul will be discussed in executive session

VI. Committee Reports

- A. Building & Grounds
  - a. The museum board was repaired
  - b. The building was given a deep clean
    - i. Some prices could go down depending on material costs
- B. Personnel Committee
  - a. Saturday hours will be discussed after a further evaluation on how the library is functioning on a day to day schedule Monday-Friday.
- C. Museum Committee
  - a. Don sent a letter asking the MAB members to reapply as the MAB becomes a museum committee next month.
    - i. Hank Bartosik would like to be on the museum committee
    - ii. The Friends Group is still in the works, COVID is slowing progress
- D. Planning Committee
  - a. Future meeting to be determined

VIII. Old Business

- a. Budget vote update

- i. Budget vote counting will be Wednesday. School staff will be conducting the ballot counting and it will be streamed on YouTube

IX. New Business

- a. Reopening is going "mostly okay" as per Susan. There is a lot to be considered due to COVID, but all is going smoothly
  - b. The library has worked out a system for curbside pick up which has started slowly through call ins and is working well. A full roll out will be happening next week
  - c. Charging for faxes and copies should be waived due to COVID
  - d. Reports were emailed to the board and will be attached
    - A. Director/Children's Librarian Report- see attached
    - B. Adult/Teen Programmer- see attached
    - C. Museum Manager- see attached
- X. Executive session to discuss matters of personnel at 6:31; not to reconvene (EL/MM/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY JULY 20, 2020.**

# Ellenville Public Library & Museum

*July 20, 2019 Board Meeting Minutes*

**Members Present:** Trustees Donald Odom Jr., Kate Walsh-Eckert, Pam Buchwalter, Michelle Mainolfi, Erin Levine, acting director Susan Mangan, Nicole Sorbara, entered at 6:45: attorney Dawn Conklin

- I. Call to order 6:10 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
  - a. **MOTION:** accept June's meeting minutes (PB/MM/unanimous)
- IV. Financial Reports
  - A. Treasurer's report
    - a. **MOTION:** accepted (EL/PB/unanimous)
  - B. Bills to be paid
    - a. **MOTION:** accepted (EL/PB/unanimous)
  - C. Budget analysis
    - a. **MOTION:** accepted (EL/PB/unanimous)
- IV. Petitioners
  - a. Nicole Sorbara spoke on behalf of the staff regarding the mask requirement. Clarification was provided by the board. The board's intent is never to micro-manage the staff.
- V. Correspondence
  - a. A letter was received from Ellen Selimotic asking the library to open on August 3rd. Don will be calling her tomorrow.
  - b. A letter of thanks was received from Sandy Marsh.
- VI. Committee Reports
  - A. Building & Grounds
    - a. The humidity is causing something to grow on the wall where the wallpaper was. Kurt is scrubbing it down with bleach.
    - b. We need to look into dehumidifiers for the library and museum
  - B. Personnel Committee
    - a. Don was contacted by Tanya from Civil Service. The board needs to meet to discuss matters of personnel at a later date.
    - b. Michael is able to work longer hours for security
    - c. The library will start opening by appointment for limited use starting August 3rd with limited openings earlier.
  - C. Museum Committee
    - a. Nothing to report
  - D. Planning Committee
    - a. Nothing to report
- VIII. Old Business



- a. Nothing to report

IX. New Business

- a. Oath of Office: Erin Levine was sworn in remotely- paper to be signed tomorrow at the library
- b. We need to firm up Daniel's position as treasurer
- c. Reopening/safety policy looks great
  - i. MOTION: to accept the safety policy as presented by Susan (KW- : E/MM/unanimous)

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 7:20 (PB/EL/unanimous)

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

# Ellenville Public Library & Museum

*August 17, 2020 Board Meeting Minutes*

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

- I. Call to order 6:10 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
  - a. **MOTION:** accept July's meeting minutes, with addendum to the date (EL/KW-E/unanimous)
- IV. Financial Reports
  - A. Treasurer's report- needs to be reviewed by Daniel
    - a. **MOTION:** accepted (EL/MM/unanimous)
  - B. Bills to be paid- bills need to be paid in a more timely manner.
    - a. **MOTION:** accepted (EL/MM/unanimous)
  - C. Budget analysis
    - a. **MOTION:** accepted (EL/MM/unanimous)
- IV. Petitioners
  - a. None
- V. Correspondence
  - a. Town of Wawarsing regarding allotment request
- VI. Committee Reports
  - A. Building & Grounds
    - a. We are going to do a walk-through meeting with the BOT to locate the mold report so we can set our prioritized list of repairs (mold, carpet, ceiling tiles). The mold remedy report needs to be located so we know how to proceed.
  - B. Personnel Committee
    - a. Pending future meeting
  - C. Museum Committee
    - a. There need to be repairs to the outside of the Terwilliger House
  - D. Planning Committee
    - a. Nothing to report
- VIII. Old Business
  - a. Nothing to report
- IX. New Business
  - a. An email was sent Friday announcing that we will be getting \$2,000 to apply to PPE
  - b. **MOTION:** to close the library to patrons on Election Day (KW-E/PB)

- c. We need to consider community events that may cross legal boundaries with patrons (unless offered by an attorney)
- d. NYLA trainings are going to be virtual, 3 staff members are interested in participating
- e. Several other staff/board trainings are in the works
- f. Next reopening steps- requests for browsing can start this week
- g. The library should consider what we can do to help families who don't have access to internet/electricity/etc. for remote learning. An internet booster will help people use the internet from safe social distances outside. The library's community room can also be an option on a case-by-case basis.

IX.

X. 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 7:18 (KW-E/EL/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY September 21, 2020.**

# Ellenville Public Library & Museum

*September 21, 2020 Board Meeting Minutes*

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

- I. Call to order 6:00 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
  - a. **MOTION:** accept August's meeting minutes (PB/MM/unanimous)
- IV. Financial Reports
  - A. Treasurer's report-
    - a. **MOTION:** accepted (KW-E/EL/unanimous)
  - B. Bills to be paid- bills need to be paid in a more timely manner.
    - a. **MOTION:** accepted (KW-E/EL/unanimous)
  - C. Budget analysis
    - a. **MOTION:** accepted (KW-E/EL/unanimous)
- IV. Petitioners
  - a. None
- V. Correspondence
  - a. The NAACP sponsored a census event in Liberty Square. The library donated books towards the raffle. We received a letter of thanks from the NAACP.
- VI. Committee Reports
  - a. Building & Grounds
    - a. We are going to do a walk-through at 5:00 meeting with the BOT.
  - b. Personnel Committee
    - a. A group zoom meeting will be scheduled
  - c. Museum Committee
    - a. None
  - d. Planning Committee
    - a. Nothing to report
- VIII. Old Business
  - a. Nothing to report
- IX. New Business
  - a. A voucher was received
  - b. Should we add more to the unemployment CDs?
  - c. We were not charging for printing and faxing and will continue to hold off during the pandemic

- d. There is one family who needs to use the wifi at the library for school, but they have not yet been in
- e. The bookkeeper needs a QuickBook update and may require a new computer
  - i. MOTION: to allocate \$1,500 towards a new computer (MM/KW-E/unanimous)
  
- X. Reports were emailed to the board and will be attached
  - a. Director's Report
  - b. Children's Librarian's report
  - c. Museum Clerk
  
- XI. Records Retention Resolution
  - a. Tabled until next meeting
  
- XII. Reopening Hours
  - a. We need to extend our hours to accommodate working patrons  
MOTION: to authorize the acting director the capacity to change the library hours to remain open until 7pm, and open on Saturdays as needed and necessary (EL/MM/unanimous)
  
- XIII. Meeting adjourned at 6:53 (PB/EL/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY October 19, 2020.**

# Ellenville Public Library & Museum

*October 19, 2020 Board Meeting Minutes*

**Members Present:** Trustees Donald Odom Jr., Kate Walsh-Eckert, Michelle Mainolfi, Erin Levine, acting director Susan Mangan, absent with cause Dawn Conklin, Pam Buckwalter

I. Call to order 6:03 pm (DO)

Pledge of Allegiance

II. Minutes

- a. **MOTION:** accept the minutes for September (KW-E/MM/unanimous)
  - i. The minutes are in the shared google drive

III. Financial Reports

- A. Treasurer's report
  - a. **MOTION:** accepted (EL/KW-E/unanimous)
- B. Bills to be paid with changes as mentioned by Michelle
  - 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 approve the snow removal bid as presented by Jim Hyatt (MM/DO/unanimous)
- B. Personnel Committee
  - a. Civil Service has been notified of our change of personnel. The recruitment for a new director is in the works
- C. Museum Committee
  - a. No report
- D. Planning Committee
  - a. Future meeting to be determined

VIII. Old Business

- a. Budget vote update
  - i. Budget vote counting will be Wednesday. School staff will be conducting the ballot counting and it will be streamed on YouTube

IX. New Business

- a. RCLS Budget Ballot



# Ellenville Public Library & Museum

*November 16, 2020 Board Meeting Minutes*

**Members Present:** Trustees Donald Odom Jr., Kate Walsh-Eckert, Michelle Mainolfi, Erin Levine, Pam Buckwalter, acting director Susan Mangan, attorney Dawn Conklin

I. Call to order 6:00 pm (DO)

Pledge of Allegiance

II. Minutes

- a. **MOTION:** accept the minutes for October (KW-E/PM/unanimous)
  - i. The minutes are in the shared google drive

III. Financial Reports

- A. Treasurer's report
  - a. **MOTION:** accepted (PB/KW-E/unanimous)
- B. Bills to be paid
  - a. **MOTION:** accepted (PB/KW-E/unanimous)
- C. Budget analysis
  - a. **MOTION:** accepted (PB/KW-E/unanimous)

IV. Petitioners

- a. none

V. Correspondence

- a. None

VI. Committee Reports

- A. Building & Grounds
  - a. the mold remediation report came in, we need to accept bids for the mold remediation job
    - i. **MOTION:** to accept the mold remediation report as presented (EL/KW-E/unanimous)
    - ii. The board will reach out to Andy Walter to see if he is willing to help with the mold remediation
- B. Personnel Committee
  - a. **MOTION:** acting director Susan Mangan is authorized to offer employee A a temporary full-time position to a current part-time employee to begin in January to last for 3 months with one possible 3-month extension (EL/MM/unanimous).
  - b. **MOTION:** to authorize a refund of premiums paid in the amount of \$4,365.72 for retroactive cancellation of health insurance (PB/MM/unanimous)
- C. Museum Committee
  - a. No report
- D. Planning Committee
  - a. Future meeting to be determined



VIII. Old Business

- a. **MOTION:** RESOLVED by the board of trustees of Ellenville Public Library and Museum that retention and disposition of scheduled public records for NY government records (LGS-1) issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records is hereby adopted for use by all officers in legally dispossessing of valueless records listed therein. Further resolved, that accordance with 57-A: (a) only those records will be disposed of that are described in retention and disposition schedule for NY local government records LGS-1 after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods. (MM/KW-E/unanimous)

IX. New Business

- a. KUDOS TO THE STAFF for handling early voting as wonderfully as they did
- b. The museum applied for a grant that they will receive for online displays.
- c. **MOTION:** to purchase 10 chrome books at a limit at \$3,000 total (EL/KW-E/unanimous)
- d. Conflict of interest forms need to be filled out by board of trustees and returned to the library
- e. Holiday closings for 2021
- i. **MOTION:** to approve the list of holiday closings (EL/KW-E/unanimous)
- f. Reports were emailed to the board and will be attached
- A. Director/Children's Librarian Report- see attached
- a. The LLSA check came
- B. Adult/Teen Programmer- see attached
- C. Museum Manager- see attached

- X. **MOTION:** to adjourn 6:55 (EL/MM/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY, DECEMBER 21, 2020.**

# Ellenville Public Library & Museum

*December 21, 2020 Board Meeting Minutes*

**Members Present:** Trustees Donald Odom Jr., Kate Walsh-Eckert, Michelle Mainolfi, Erin Levine, Pam Buckwalter, acting director Susan Mangan, attorney Dawn Conklin

I. Call to order 6:00 pm (DO)

Pledge of Allegiance

II. Minutes

- a. **MOTION:** accept the minutes for November (KW-E/PM/unanimous)
  - i. The minutes are in the shared google drive

III. Financial Reports

- A. Treasurer's report
  - a. **MOTION:** accepted (KW-E/PB/unanimous)
- B. Bills to be paid
  - a. **MOTION:** accepted (KW-E/PB/unanimous)
- C. Budget analysis
  - a. **MOTION:** accepted (KW-E/PB/unanimous)

IV. Petitioners

- a. none

V. Correspondence

- a. A letter of thanks was received from the Family of Ellenville for a donation towards the Donations of Dignity Drive.

VI. Committee Reports

- A. Building & Grounds
  - a. Andy Walter is going to oversee the needs for the library. We are waiting to hear back from mechanical companies before we move forward.
- B. Personnel Committee
  - a. There will be an upcoming personnel meeting with the date TBA.
  - b. On December 3rd there was a lovely article in the Shawangunk Journal (page 9) about Nicole Sorbara's successful grant for digitalization at the Museum. The board would like to thank Nicole on her incredible effort and dedication.
- C. Museum Committee
  - a. No report
- D. Planning Committee
  - a. Future meeting to be determined

VIII. Old Business

- a. None

IX. New Business

- a. Reports were emailed to the board and will be attached
  - A. Director/Children's Librarian Report- see attached
  - B. Adult/Teen Programmer- see attached
  - C. Museum Manager- see attached
  - D. MOTION: to pay reoccurring bills between meetings for the 2021 fiscal year (EL/MM/unanimous)
  - E. The BOT would like to see the rates at other local banks for the Sadie Denman CD before approval

X. **MOTION:** to adjourn 6:22 (KW-E/PB/unanimous)

**THE NEXT BOARD MEETING WILL BE TUESDAY JANUARY 19, 2021**