

Ellenville Public Library & Museum

January 18, 2022 Board Meeting Minutes

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

- I. Call to order 6:00 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for December (KW-E/MM/unanimous)
 - i. The minutes are in the shared google drive
- IV. 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)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. None
- VII. Committee Reports
 - A. Building & Grounds
 - a. We have an appointment for the A/C tomorrow
 - B. Personnel Committee
 - a. The first CSEA meeting will take place this week on Zoom
 - b. **MOTION:** To affirm the appointment of Susan Mangan as director of the EPL&M, previously appointed at executive session on 9/1/21 (unanimous)
 - c. We are canvassing with Civil Service for a full time clerk.
 - C. Museum Committee
 - a. In abeyance
 - D. Planning Committee
 - a. No report
- VIII. Old Business
 - a. **MOTION:** To deaccession the staff office chairs as new one have been purchased (EL/KW-E/unanimous)
- IX. New Business
 - a. A donation of \$1,000 was received from Colleen Dechon

- b. Reports were emailed to the board and will be attached
 - A. Director/Children's Librarian Report- see attached
 - a. We need a long range plan
 - b. We will be conducting another survey to help formulate new goals
 - B. Adult/Teen Programmer- see attached
 - a. The board is very pleased with the creative programs that Emma is planning at the library.
 - C. Museum Manager- see attached

Motion to adjourn 6:26 (PB/KW-E/unanimous)

THE NEXT BOARD MEETING WILL BE TUESDAY, FEBRUARY 22, 2022

Ellenville Public Library & Museum

February 22, 2022 Board Meeting Minutes

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

- I. Call to order 6:03 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for January (PB/KW-E/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. We need to be mindful of the CD maturity before doing the HVAC work.
 - b. **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)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. Mr. Christofaro donated books to the library. We will consider displaying them in a local author/illustrator area to highlight our local talent.
- VII. Committee Reports
 - A. Building & Grounds
 - a. The initial steps of A/C repair have begun, we are awaiting a quote.
 - b. Old desks need to be deaccessioned. They could possibly be sold to the public.
 - B. Personnel Committee
 - a. We are in the mediation phase with the CSEA
 - C. Museum Committee
 - a. In abeyance- we will be meeting now that the COVID numbers have decreased.
 - D. Planning Committee
 - a. No report
- VIII. Old Business
 - a. None
- IX. New Business
 - a. We need to add a weapons policy to our code of conduct

- b. The annual report is completed and has been submitted.
- c. Reports were emailed to the board and will be attached
 - A. Director/Children's Librarian Report- see attached
 - a. We are getting back to in-person presentations.
 - B. Adult/Teen Programmer- see attached
 - a. The board is very pleased with the creative programs that Emma is planning at the library.
 - C. Museum Manager- see attached
 - a. We have a need for the maintenance aspects of the museum.
 - b. The gallery cases will be repainted.
 - D. **MOTION:** Approval of 2021 Annual Report for Public and Association Libraries as presented in PDF (EL/PB/unanimous)
 - E. Mask requirements- The county executive rescinded the state of emergency and the governor rescinded the mask mandate. The library will require masks until the March date of the official release.
 - F. **MOTION:** to approve the purchase of new library cards at a cost of \$580.00 (EL/KW-E/unanimous)

Executive session entered at 7:01 to discuss matters of personnel, not to reconvene (DO/MM/unanimous)

THE NEXT BOARD MEETING WILL BE Monday, March 21, 2022

Ellenville Public Library & Museum

March 21, 2022 Board Meeting Minutes

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

- I. Call to order 6:10 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for February (KW-E/MM/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. **MOTION:** accepted (KW-E/EL/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (KW-E/EL/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (KW-E/EL/unanimous)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. The Garden Club had a note with a donation of books for Dale Craft and Barbara Wells
- VII. Committee Reports
 - A. Building & Grounds
 - a. The B&G committee walked around the museum to look at repairs for the museum. The outside of the building is starting to fall apart and needs a lot of work.
 - b. **MOTION:** to approve the bid proposed by Gray Squirrel to trim and remove dead trees (KW-E/MM/unanimous)
 - c. **MOTION:** to approve Landscape Innovators proposal for spring and fall cleanup as well as planting annuals and perennials (KW-E/MM/unanimous)
 - B. Personnel Committee
 - a. To enter executive session at 6:36 (DO), exiting at 6:42
 - b. **MOTION:** to accept the CSEA agreement (KW-E/EL/unanimous)
 - c. **MOTION:** ECSD MOU accepted when amended to reflect changes "In light of these facts the parties wish to state and confirm that they agree to the following:" (KW-E/EL/unanimous)
 - C. Museum Committee
 - a. Don proposed an event "Tea at Terwilliger" to encourage a formation of a friends group on May 21st (tentatively).
 - D. Planning Committee
 - a. No report
- VIII. Old Business
 - a. **MOTION:** To deaccession the staff office chairs as new one have been purchased (EL/KW-E/unanimous)
- IX. New Business
 - a. A donation of \$1,000 was received from Colleen Dechon
 - b. 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

Motion to adjourn 7:06 (MM/EL/unanimous)

THE NEXT BOARD MEETING WILL BE TUESDAY, APRIL 18, 2022

Ellenville Public Library & Museum

April 18, 2022 Board Meeting Minutes

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

- I. Call to order 6:10 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for March (KW-E/MM/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. **MOTION:** accepted (KW-E/PB unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (KW-E/EL/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (KW-E/MM/unanimous)
- V. Petitioners
 - a. None
- VI. Correspondence
- VII. Committee Reports
 - A. Building & Grounds
 - a. Two bids from roofers will be considered.
 - B. Personnel Committee
Entered executive session 6:20pm exit 6:35pm
 - C. Museum Committee
 - a. Open House "Tea at Terwilliger" Saturday, May 21st. A Community Service Award will be awarded.
 - D. Planning Committee
 - a. No report
- VIII. Old Business
 - a. **MOTION:** To approve updated EPL&M Patron Code of Conduct as amended (/KW-E/PB unanimous)
- IX. New Business
 - A. Director/Children's Librarian Report- see attached
 - B. Adult/Teen Programmer- see attached
 - C. Museum Manager- see attached
 - D. Approval of Budget Proposal for April 26, 2022 Budget Vote
MOTION to approve budget proposal for 2023 budget and trustee election (KW-E/PB, unanimous)

Motion to adjourn 7:22PM (PB/MM/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY, MAY 16, 2022 at 6pm

Ellenville Public Library & Museum

May 23, 2022 Board Meeting Minutes

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

- I. Call to order 6:03pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for April (PB/KW-E/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. **MOTION:** accepted (KW-E/EL/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (KW-E/EL/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (KW-E/EL/unanimous)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. Monica Cohen wrote a thank you letter for having her work displayed in the gallery link.
- VII. Committee Reports
 - A. Building & Grounds
 - a. The B&G committee mentioned that the A/C needs to be a high priority so the mold doesn't return now that humidity and heat are concerns again.
 - i. We may qualify for a grant
 - b. Executive session to discuss matters of personnel at 6:15 (MM), exiting at 6:43
 - c. **MOTION:** To accept the bid JH2 to replace the roof of the museum and gallery link (EL/KW-E/unanimous)
 - B. Personnel Committee
 - a. We are short staffed which puts a strain on the current staff.
 - C. Museum Committee
 - a. The Tea at Terwilliger was a huge success, we are hopeful to see many faces on the Friends Group.
 - D. Planning Committee
 - a. No report
- VIII. Old Business
 - a. The budget passed
 - b. IT changes at RCLS
 - c. **RESOLUTION:** to accept the change in the open meetings law that will allow library boards to meet via videoconference (DO/MM/unanimous).
- 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
 - b. **MOTION:** to Amend the Circulation Policy to simplify our summer patron policy as presented (EL/KW-E/unanimous)

Motion to adjourn 7:16 (EL/KW-E/unanimous)

THE NEXT BOARD MEETING WILL BE TUESDAY, JUNE 20, 2022

Ellenville Public Library & Museum

July 18, 2022 Board Meeting Minutes

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

- I. Call to order 6:12 pm (DO)
- II. Pledge of Allegiance
- III. Oath of Office- Don Odom
- IV. Minutes
 - a. **MOTION:** to accept the committee list as presented (MM/PB/unanimous)
 - b. **MOTION:** accept the minutes for May (MM/PB/unanimous)
 - i. The minutes are in the shared google drive
- V. Financial Reports
 - A. Treasurer's report
 - a. **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)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. None
- VII. Committee Reports
 - A. Building & Grounds
 - a. Contract will be approved pending changes to include pricing in the roofing contract.
 - b. HVAC Needs Assessment was received from MHE Engineering.
 - i. **MOTION:** The next step is to prioritize tasks into phases (MM/EL/unanimous)
 - B. Personnel Committee
 - a. We continue to be short staffed, but continue to work with RCLS.
 - C. Museum Committee
 - a. The Tea at Terwilliger was a great success.
 - D. Planning Committee
 - a. **MOTION:** to approve the long range plan (2022-2027 Plan of Service) as presented (MM/PB/unanimous)
- VIII. Old Business
 - a. RCLS is dividing the ILS/IT system. They are going to be essentially our "Geek Squad" and assist with technology issues.
 - i. **MOTION:** to accept RCLS proposals as presented (PB/MM/unanimous)
- IX. New Business
 - a. **MOTION:** to purchase a new laptop for staff use (MM/EL/unanimous)
 - b. 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
 - c. Collection Management Policy
 - d. Blueberry Festival

Motion to adjourn 7:31 (EL/MM/unanimous)

THE NEXT BOARD MEETING WILL BE TUESDAY, AUGUST 15, 2022

Ellenville Public Library & Museum

August 15, 2022 Board Meeting Minutes

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

- I. Call to order 6:02 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for July (MM/CW-E/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. **MOTION:** accepted (CW-E/MM/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (CW-E/MM/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (CW-E/MM/unanimous)
- V. Petitioners
 - a. Hank Bartosik joined our meeting to express interest in spearheading our Friends Group.
- VI. Correspondence
 - a. Hunt Memorial Preservation Committee, Inc. sent a letter to soliciting membership
- VII. Committee Reports
 - A. Building & Grounds
 - a. We are accepting bids for fuel oil
 - B. Personnel Committee
 - a. We need to look at the non-collective bargaining members of the staff
 - C. Museum Committee
 - a. None
 - D. Planning Committee
 - a. Roof- waiting for bids
- VIII. Old Business
 - a. RCLS is dividing the ILS/IT system. They are going to be essentially our "Geek Squad" and assist with technology issues.
 - i. **MOTION:** to accept RCLS proposals as presented (PB/MM/unanimous)
- IX. New Business
 - a. The board voted to reaffirm in a vote of 3-2 the hours of operation for Saturday September 24th.
 - b. The Blueberry Festival was a great success.
 - c. **MOTION:** To authorize the director to implement the 403b program (CW-E/MM/unanimous)
 - i. **RESOLVED**, that the Ellenville Public Library hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further **RESOLVED**, that the appropriate officials of the Ellenville Public Library are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further **RESOLVED**, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.
 - 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

Motion to adjourn 7:04 (CW-E/EL/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY SEPTEMBER 19, 2022

Ellenville Public Library & Museum

September 19, 2022 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Pam Buchwalter, Catherine Walsh-Eckert, director Susan Mangan, attorney Dawn Conklin, absent with just cause attorney Michelle Mainolfi, Erin Levine

- I. Call to order 6:21 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for July (CW-E/PB/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. **MOTION:** accepted (CW-E/PB/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (CW-E/PB/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (CW-E/PB/unanimous)
- V. Petitioners
 - a. none
- VI. Correspondence
 - a. RCLS 2023 Budget Proposal for approval
MOTION: To approve 2023 RCLS Budget Proposal
- VII. Committee Reports
 - A. Building & Grounds
 - a. **MOTION:** to approve Hudson Valley Roofers bid for \$22,500 to replace museum roof.
 - b. **MOTION:** To deaccession older public printer, outdated monitors and computer equipment . CW-E/PB/unanimous
 - c. Materials in the community room are being used up or passed on to the public or other groups instead of going back into storage
 - B. Personnel Committee
 - a. We need to look at the non-collective bargaining members of the staff
 - C. Museum Committee
 - a. Eliminated at August 2022 meeting, Hank Bartosik is developing Friends Group
 - D. Planning Committee
- VIII. Old Business
 - a. Museum roof bid from Hudson Valley Roofers accepted.
- 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

Motion to adjourn 7:00 (CW-E/PB/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY OCTOBER 17, 2022

Ellenville Public Library & Museum

October 17, 2022 Board Meeting Minutes

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

- I. Call to order 6:02 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the amended minutes for September (MM/CW-E/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. **MOTION:** accepted (CW-E/MM/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (CW-E/MM/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (CW-E/MM/unanimous)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. We received a donation in memory of Donna Lynn Johnson via PayPal.
- VII. Committee Reports
 - A. Building & Grounds
 - a. We are accepting bids for snow removal
 - b. The roof repair is ongoing. There is an increase in cost of over \$17,000.
 - c. **MOTION:** to pay the additional \$17,250 as well as \$6,500 plus any extra plywood and no additional labor without prior approval from the board (EL/KW-E/unanimous).
 - d. The community room needs to be cleared out before voting begins.
 - B. Personnel Committee
 - a. We need to look at the non-collective bargaining members of the staff, compensation for board attorney and board treasurer.
 - C. Prospective Friends Group
 - a. Hank Bartosik is starting to formulate a group
 - D. Planning Committee
 - a. None
- VIII. Old Business
 - a. Roof- handled in Buildings and Grounds report
- IX. New Business
 - a. We received a FOIL request for information that is not available.
 - b. 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

Motion to adjourn 6:54 (CW-E/EL/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY NOVEMBER 21, 2022

Ellenville Public Library & Museum

November 21, 2022 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Michelle Mainolfi, , Catherine Walsh-Eckert, director Susan Mangan, attorney Dawn Conklin; absent with just cause: Pam Buchwalter Erin Levine

- I. Call to order 6:02 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for October (CW-E /MM /unanimous)
- IV. Financial Reports
 - A. Treasurer's report
 - a. **MOTION:** accepted (CW-E/MM/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (CW-E/MM/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (CW-E/MM/unanimous)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. Thank you letter for personal care donations to the food pantry at St. Mary's and St Andrew's
- VII. Committee Reports
 - A. Building & Grounds
 - a. **MOTION:** to accept JJ's Landscaping PLUS Tree Service to provide snow removal services, conditional on proof of liability insurance (MM/KW-E/unanimous).
 - B. Personnel Committee
 - a.none
 - C. Planning Committee
 - a. None
- VIII. Old Business
 - a. Dissatisfaction was expressed with the business practices of Hudson Valley Roofer's
- 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
 - b. Trustee training requirements will be increasing to 2 hours in 2023
 - c. **MOTION:** to approve list of closings for 2023 (CW-E/MM/unanimous)
 - d. **MOTION:** to approve request of Bibliotech Club of Ellenville High School to sell copies of the book, *Ellenville (Images of America)*, paying the library \$9 per copy.

Motion to adjourn 6:58 (MM/CW-E/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY DECEMBER 19, 2022

Ellenville Public Library & Museum

December 19, 2022 Board Meeting Minutes

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

- I. Call to order 6:03 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for November (EL/MM/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. **MOTION:** accepted (PB/CW-E/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (PB/CW-E/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (PB/MM/unanimous)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. None
- VII. Committee Reports
 - A. Building & Grounds
 - a. The library is looking into a snow blower so Kurt can maintain the sidewalks.
 - i. **MOTION:** to approve the purchase of a snowblower for up to \$2,000 (CW-E/MM/unanimous)
 - b. The exterior of the museum needs to be painted in the spring
 - B. Personnel Committee
 - a. None
 - C. Planning Committee
 - a. None
- VIII. Old Business
 - a. The board meeting schedule was updated for next year (October and April meeting dates)
- IX. New Business
 - a. **MOTION:** To accept the Ellenville Public Library & Museum Trustee Education Policy (EL/PB/unanimous).
 - b. 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

Motion to adjourn 6:27 (CW-E/EL/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY JANUARY 17, 2023