

Ellenville Public Library & Museum

January 17, 2023 Board Meeting Minutes

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

- I. Call to order 6:00 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for December (PB/MM/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. **MOTION:** accepted (CW-E/EL/unanimous)
 - b. We need to put the fund balance in an account to repair the air conditioner or Terwilliger House repairs.
 - B. Bills to be paid
 - a. **MOTION:** accepted (CW-E/EL/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (CW-E/EL/unanimous)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. Elliot Auerbach made a donation in honor of the Board of Trustees
 - b. Colleen Dechon made \$1,000 donation to the library.
- VII. Committee Reports
 - A. Building & Grounds
 - a. The exterior of the museum needs to be painted in the spring
 - B. Personnel Committee
 - a. Executive session entered 6:15, exited at 6:28 (MM/EL/unanimous)
 - C. Planning Committee
 - a. None
- VIII. Old Business
- IX. New Business
 - a. Notary Public Policy will be tabled until Dawn returns next month.
 - 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 6:52 (CW-E/EL/unanimous)

THE NEXT BOARD MEETING WILL BE TUESDAY, FEBRUARY 21, 2023

Ellenville Public Library & Museum

February 21, 2023 Board Meeting Minutes

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

- I. Call to order 6:00 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** to accept the committee list as presented (MM/PB/unanimous)
 - b. **MOTION:** accept the minutes for January (MM/PB/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. **MOTION:** accepted (EL/KW-E/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (EL/KW-E/MM/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (EL/KW-E/MM/unanimous)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. None
- VII. Committee Reports
 - A. Building & Grounds
 - a. The wiring was replaced for the fire alarm.
 - B. Personnel Committee
 - a. Executive Session called at 6:14 (DO), exiting at 6:16 (DO) to discuss matters of personnel.
 - C. Planning Committee
 - a. None
- VIII. Old Business
 - i. Advertisements need to be placed for Terwilliger House painted and HVAC repair in the spring.
 - ii. Nicole would like the board to look into digitizing old newspapers.
 1. **MOTION:** to accept Nicole's proposal to digitize old microfilm and to scan and digitize current newspapers as presented (EL/KW-E/unanimous)
- IX. New Business
 - a. The Notary Policy was looked over by Dawn, minor adjustments are made to be presented at the next board meeting.
 - 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. The town appointed a new Youth Commissioner who is looking to connect with the library for programming.
 - d. The hospital is planning on putting a methadone clinic next to the library. There is a Villiage meeting next Monday at 6:30.

Motion to adjourn 6:44 (EL/MM/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY, MARCH 20, 2023

Ellenville Public Library & Museum

March 20, 2023 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 February (PB/MM/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. Not available at this current time
 - B. Bills to be paid
 - a. With corrections from Pam **MOTION:** accepted (EL/KW-E/unanimous)
 - C. Budget analysis
 - a. Not available at this current time
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. Ron Irwin's estate bequeathed 4 Bill Winters paintings to the library in his will.
- VII. Committee Reports
 - A. Building & Grounds
 - a. The parking lot needs to be re-striped by the summer.
 - b. The museum needs to be painted and ads need to be placed in the Journal, Freeman and Record before the next board meeting.
 - c. The buildings and grounds committee will do a walkthrough of the interior of the library to note items to be deaccessioned. There is a business Auctions International who will pay the library to take the items.
 - d. CorCraft table will be purchased for the community room.
 - B. Personnel Committee
 - a. **MOTION:** Don Odom is proposing a 4% raise (retroactive to January 1, 2023) for personnel not covered by collective bargaining agreement (EL/KW-E/unanimous).
 - b. The Bookkeeper position is still opened.
 - C. Planning Committee
 - a. None
- VIII. Old Business
 - a. **MOTION:** To approve the Notary Public Policy as edited by Michelle Mainolfi (EL/KW-E/unanimous)
 - b. **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 2022 Annual Report was reviewed and accepted by the Board approve the Affirmation of Annual Report (KW-E/MM/unanimous)
- IX. New Business
 - a. Everyone is urged to use Transparent Language with their library cards once it's set up.
 - b. tutor.com is a service provided by RCLS that should be used as well.
 - c. Don had questions about the budget vote
 - 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 7:19 (MM/CW-E/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY, APRIL 17, 2023

Ellenville Public Library & Museum

April 17, 2023 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 6:07 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for March (CW-E/MM/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. None at this time
 - b. **MOTION:** to acknowledge receipt of financial reports (PB/KW-E/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (KW-E/MM/unanimous)
 - C. Budget analysis
 - a. None at this time
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. The community is happy with the service they are getting at the front desk from staff
- VII. Committee Reports
 - A. Building & Grounds
 - a. We can apply for 50% reimbursement for painting and HVAC
 - b. The ceiling tile in Susan's office needs to be replaced. An extra box of tiles needs to be ordered to have as backups.
 - c. The ad for the museum needs to be painted and ads need to be placed in the Journal, Freeman and Record before.
 - d. The buildings and grounds committee did a walkthrough of the interior of the library to note items to be deaccessioned. There are several folding tables, unstable book shelves, old chairs that need to be removed. We will consider a dumpster when we get a new community room table and staff desks.
 - B. Personnel Committee
 - a. The Bookkeeper position is still opened. An ad needs to be placed on indeed.com as well as LinkedIn as well as the local papers.
 - C. Planning Committee
 - a. In abeyance
- VIII. Old Business
 - a. None at this time
- IX. New Business
 - a. The proposed 2024 budget was discussed. There was a question on a few lines (custodial)
 - i. **MOTION:** to propose the budget as presented, raising the levy by \$1,000 (EL/MM/unanimous)
 - b. Share that tutor.com will be available for students. Fliers and announcements should be made at the school. The elementary school is having parent-teacher conferences next week and it would be great to have this information available then
 - c. The microfilm scans are starting to come in and look great
 - i. HRVH.org
 - 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 enter executive session at 6:55, not to reconvene to discuss matters of personnel (EL/KW-E/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY, MAY 15, 2023

Ellenville Public Library & Museum

May 15, 2023 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 6:05 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for April (CW-E/MM/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. None at this time, we are short a bookkeeper at the current moment but we are in the process of hiring one
 - b. **MOTION:** to acknowledge receipt of financial reports (PB/KW-E/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (KW-E/MM/unanimous)
 - C. Budget analysis
 - a. None at this time
- V. Petitioners
 - a. Roger Ross attended the meeting to express his intent on sitting on the board in Pam Buckwalter's vacant spot (up on July 1st).
 - b. Daniel Tucker attended the meeting to complete library paperwork and to express his interest in filling the vacant seat on the board.
- VI. Correspondence
 - a. None
- VII. Committee Reports
 - A. Building & Grounds
 - a. The ad for the museum needs to be painted and ads need to be placed in the Sullivan County Democrat and online as well.
 - b. Susan is continuing to purge items in the library.
 - B. Planning Committee
 - a. We will have an absentee ballot form in the future for budget votes.
- VIII. Old Business
 - a. None at this time
- IX. New Business
 - a. The budget passed
 - b. Chair Zumba and Yoga programs continue to grow.
 - c. Reports were emailed to the board and will be attached
 - A. Director/Children's Librarian Report- see attached
 - a. Emma's cooperating with Nilsary to bring programming to the camp.
 - b. 5th grade classes are bringing younger-grade classes on walking trips to the library which has been increasing patronage.
 - B. Adult/Teen Programmer- see attached
 - C. Museum Manager- see attached
- X. Personnel Committee
 - a. **MOTION:** To enter executive session to discuss matters of personnel 6:53, ending at 7:24 (DO/EL/unanimous)
 - b. **MOTION:** To appoint Daniel Tucker as library board trustee effective July 1st, 2023 for a term of one year, until reelection to fill Pam Buckwalter's vacant position (KW-E/EL/MM/DO/abstain PB)

MOTION: to adjourn 7:28 (DO/EL/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY, JUNE 19, 2023

Ellenville Public Library & Museum

July 17, 2023 Board Meeting Minutes

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

- I. Call to order 6:08 pm (DO)
- II. Pledge of Allegiance
- III. Swear in board member: Daniel Tucker
- IV. Minutes
 - a. **MOTION:** accept the minutes for June (EL/DT/unanimous)
 - i. Amended to reflect the absence of Erin Levine
 - ii. The minutes are in the shared google drive
- V. Financial Reports
 - A. Treasurer's report
 - a. None at this time, we are short a bookkeeper at the current moment but we are in the process of hiring one
 - b. **MOTION:** to acknowledge receipt of financial reports (unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (EL/DT/unanimous)
 - C. Budget analysis
 - a. None at this time
- V. Petitioners
 - a. Roger Ross attended with artwork from Bob Markle with the desire to host a gallery show of his works.
- VI. Correspondence
 - a. None
- VII. Committee Reports
 - A. Building & Grounds
 - a. The ad for the museum needing to be painted needs to be placed in the Sullivan County Democrat and online as well.
 - b. Kurt will be painting the planters outside when the weather isn't rainy.
 - B. Planning Committee
 - a. In abeyance
- VIII. Old Business
 - a. There was an error on the closing calendar. November 10th needs to be marked as closed.
 - i. **MOTION:** to amend the closing schedule (EL/MM/unanimous)
- IX. New Business
 - a. Joan Kowal has offered to be treasurer.
 - i. **MOTION:** to approve Joan Kowal as treasurer at a rate of \$1,200/year to be paid in monthly installments (EL/MM/unanimous)
 - b. Trustees are required to take 2 hours of continuing education courses. There is a link on the RCLS website
 - c. Reorganization: Tabling the conversation for a later date when Kate Eckert returns. The committees will continue as is for the time being with Daniel replacing Pamela's spot.
 - d. Blueberry Festival
 - e. 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. Personnel Committee
 - a. **MOTION:** To enter executive session to discuss matters of personnel, not to reconvene at 7:17 (DT/EL/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY, AUGUST 21, 2023

Ellenville Public Library & Museum

August 21, 2023 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Kate Walsh-Eckert, Michelle Mainolfi, Daniel Tucker, acting director Joyce Sharpton, attorney Dawn Conklin, absent with just cause Erin Levine

- I. Call to order 6:00 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for July (KW-E/DT/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. None at this time
 - b. **MOTION:** to acknowledge receipt of financial reports (KW-E/DT/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (KW-E/DT/unanimous)
 - C. Budget analysis
 - a. None at this time
- V. Petitioners
 1. None
- VI. Correspondence
 1. None
- VII. Committee Reports
 - A. Building & Grounds
 - a. None
 - B. Personnel Committee
 - a. **MOTION:** To enter executive session at 6:35 (DT/MM/unanimous), exiting at 7:02
 - b. **MOTION:** To appoint Robin Wood as bookkeeper at \$21/hour for 3 months with a review and negotiation after that (KW-E/MM/unanimous)
 - c. **MOTION:** To appoint Joyce Sharpton to the role of acting director (DT/MM/unanimous)
 3. Planning Committee
 1. None
8. Old Business
 1. Susan Mangan left her position on August 4, 2023
9. New Business
 1. **MOTION:** To accept Goldsmith Fuel's prepaid plan for upcoming season (MM/KW-E/unanimous)
 2. **MOTION:** Motion to appoint Joan Kowal as Treasurer (MM/KW-E/unanimous)
 1. Daniel Tucker will be removed from the Webster, M&T, and Catskill Hudson bank accounts. Joan Kowal will be added as a signer to the accounts.
 3. Reports were emailed to the board and will be attached
 - A. Director/Children's Librarian Report- None at this time
 - B. Adult/Teen Programmer- see attached
 - C. Museum Manager- see attached

Motion to adjourn 7:17 (KW-E/DT/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY, September 18, 2023.

Ellenville Public Library & Museum

September 18, 2023 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Catherine Walsh-Eckert, Erin Levine, Daniel Tucker, acting director Joyce Sharpton, attorney Dawn Conklin, absent with cause Michelle Mainolfi

- I. Call to order 6:02 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for August (CW-E/DT/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. None at this time, we are short a bookkeeper at the current moment as we are in transition with a new bookkeeper
 - B. Bills to be paid
 - a. **MOTION:** to pay the bills as presented by the director in the check detail (EL/CW-E/unanimous)
 - C. Budget analysis
 - a. None at this time
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. None
- VII. Committee Reports
 - A. Building & Grounds
 - a. Would it be possible to have the Villiage inter municipal agreement for snow removal?
 - b. Museum painting bids should go out in late winter via Facebook/instagram posts
 - B. Personnel Committee
 - a. Contract negotiation is still ongoing
 - C. Planning Committee
 - a. In abeyance
- VIII. Old Business
 - b. Board members must take 2 hours with of trustee education annually. Courses are offered through RCLS in person and online.
- IX. New Business
 - a. WHEREAS Ellenville Public Library and Rampao Catskill Library Systems ("RCLS") are party to an Agreement for Integrated Library System Participation (the "ILS Agreement") with a five-year term beginning January 1, 2023; and
WHEREAS The Directors' Association (DA) voted to change the current ILS vendor, SirsiDynkix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore
BE IT RESOLVED that the Library hereby AGREES with DA and votes IN FAVOR of switching Integrated Library System providers from SirsiDynix to BYWater Solutions.
(DA/EL/unanimous)
 - b. Trustees are required to take 2 hours of continuing education courses. There is a link on the RCLS website
 - c. Emma Estep did a wonderful job at the Blueberry Festival representing the library, making connections with the community
 - 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 6:45 (KW-E/EL/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY, OCTOBER 16, 2023

Ellenville Public Library & Museum

October 23, 2023 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Michelle Mainolfi, Erin Levine, Catherine Walsh-Eckert, Daniel Tucker, acting director Joyce Sharpton, attorney Dawn Conklin

- I. Call to order 6:13 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for September (CW-E/DT/unanimous)
 - i. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. None at this time
 - b. Daniel recommends a petty cash ticket as opposed to the current method of paying petty cash.
 - i. There was a question regarding a bill that will be held pending an objection.
 - ii. **MOTION:** to hold a check until a response from vendor is received (CW-E/MM/unanimous)
 - c. **MOTION:** to acknowledge receipt of financial reports (unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (EL/DT/unanimous)
 - C. Budget analysis
 - a. None at this time
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. Bids were received for lining the parking lot
 - b. **MOTION:** to approve the bid from NPS to re-stripe the parking lot at a rate of \$1,200.00 (CW-E/EL/unanimous)
 - c. **MOTION:** to approve the bid from Landscape Innovators for snow removal at a rate of \$100 per plowing/ \$125 per salting (CW-E/EL/unanimous)
 - d. A sympathy card will be sent to Debbie Stack for the loss of her husband, Thomas. The board offers deepest sympathy for her loss.
- VII. Committee Reports
 - A. Building & Grounds
 - a. None
 - B. Planning Committee
 - a. In abeyance
- VIII. Personnel Committee
 - a. **MOTION:** to enter executive session at 6:49 to discuss matters of personnel (DT/MM/unanimous), ending at 7:11 (CW-E/EL/unanimous)
MOTION: to appoint Joyce Sharpton as Librarian 1 at a contractual rate of \$55,000/year, further resolved appointing Joyce Sharpton to acting director with a stipend of \$5,000/year for the additional responsibilities (EL/CW-E/unanimous).
- IX. Old Business
 - a. None at this time
- X. New Business
 - a. **MOTION:** to accept the MOA modifying the contract as presented by the personnel committee which is in effect from January 1, 2024 to December 31, 2027 (DT/CW-E/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 at 7:33 (EL/CW-E/unanimous).

THE NEXT BOARD MEETING WILL BE MONDAY, NOVEMBER 20, 2023

Ellenville Public Library & Museum

November 20, 2023 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Michelle Mainolfi, Daniel Tucker, Acting Director Joyce Sharpton, Bookkeeper Robin Wood

Members Absent: Trustee Erin Levine (with notice); Trustee Ccatherine Walsh-Ecker (with notice); Attorney Dawn Conklin (with notice)

- I. Call to order 6:05 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for October (DT/MM/unanimous)
 - i. The minutes are in the shared Google Drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. Trustee Tucker
 - i. Happy to have financial reports (also noted by other Board Members)
 - ii. No further comments at this meeting
 - b. Bookkeeper Wood asked some questions concerning day-to-day bookkeeping
 - i. Using PayChex Remotely
 - ii. Comment about employees deducting too much for health insurance. Will make a correction in the next payroll.
 - iii. Robin does not have access to view accounts or obtain information from Catskill Hudson Bank
 - c. **MOTION:** grant Robin Wood view only access to the Library's accounts, permission to transfer money between Library accounts, and to view the Library's banking information online (DT/MM-Unanimous)
 - d. **MOTION:** to acknowledge receipt of the financial reports (DT/MM-unanimous)
 - A. Bills to be paid
 - a. **MOTION:** accepted (DT/MM-unanimous)
 - B. Budget analysis
 - a. None at this time
- V. Petitioners
 - a. None
- II. Correspondence
 - a. Thank you card from St. Mary's and St. Andrew's Church for donation of food to Donation of Dignity
 - b. A-Z Databases wants us to sign up for their service.
 - i. A service the library used to use. Acting Director Sharpton thinks the service is good but not needed for our constituents
 - c. RCLS Budget Vote
 - i. **MOTION:** Accept the RCLS Budget as presented to the Board (DT/MM-unanimous)
- II. Committee Reports
 - A. Building & Grounds
 - a. CW and EL not present
 - b. Parking lot has been striped
 - c. Landscape Innovators is going to lend the Library a snowblower
 - B. Planning Committee
 - a. No report at this time.
- VIII. Personnel Committee
 - a. Trustee Mainolfi proposed the Board should revisit its non-union personnel benefits in the near future

- b. Acting Director Sharpton announced planning maternity leave early in 2024. Trustee Mainolfi would like to plan a transition and prepare for Acting Director's absence.
 - c. **MOTION:** Enter into executive session to discuss personnel matters and reconvene afterward (6:56 PM - DT/MM-Unanimous)
 - d. **MOTION:** Return from Executive Session (7:11 PM DT/MM - Unanimous)
- IX. Old Business
 - a. None at this time
- X. New Business
 - a. Reports were emailed to the board and will be attached
 - i. Director/Children's Librarian Report- see attached
 - ii. Adult/Teen Programmer- see attached
 - iii. Museum Report - see attached
 - iv. 2024 Holiday Closings and Board Meetings
 - 1. **MOTION:** Accept (DT/MM-unanimous)
 - b. Request for two new computers.
 - i. Laptops to facilitate a more efficient workflow
 - 1. **MOTION:** Authorize Acting Director Sharpton to transfer \$2,500 from 6310.1-Technology, Library line to 6310.2-Technology, Museum (MM/DT-unanimous)
 - c. Trustee Tucker started discussion concerning Children's activity or Children's Museum space in the Library to expand appeal to young families and children

MOTION: to adjourn at 7:43 PM (DT/MM-unanimous).

THE NEXT BOARD MEETING WILL BE MONDAY, DECEMBER 18, 2023

Ellenville Public Library & Museum

December 18, 2023 Board Meeting Minutes

Members Present: Trustees Michelle Mainolfi, Erin Levine, Catherine Walsh-Eckert, acting director Joyce Sharpton, attorney Dawn Conklin, absent with cause Don Odom Jr, Daniel Tucker

- I. Call to order 6:00 pm (MM)
 - II. Pledge of Allegiance
 - III. Minutes
 - a. **MOTION:** accept the minutes for November (CW-E/EL/unanimous)
 - i. The minutes are in the shared google drive
 - IV. Financial Reports
 - A. Treasurer's report
 - a. Will be emailed to the board this week
 - b. **MOTION:** to acknowledge receipt of financial reports (unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (EL/DT/unanimous)
 - C. Budget analysis
 - a. None at this time
 - V. Petitioners
 - a. None
 - VI. Correspondence
 - a. Donations were received in memory of Dr. James Cone from Denise Moore and Jerry Maier
 - VII. Committee Reports
 - A. Building & Grounds
 - a. None
 - B. Planning Committee
 - a. In abeyance
 - VIII. Personnel Committee
 - a. **MOTION:** to enter executive session at 6:12 to discuss matters of personnel (EL/MM/unanimous), ending at 6:20 (CW-E/EL/unanimous)
MOTION: to canvas the Civil Service List for two full time clerks (MM/EL/unanimous)
 - b. **MOTION:** to reenter executive session at 6:21 to further discuss matters of personnel, exiting at 6:25 (MM/EL/unanimous)
 - c. **MOTION:** to grant two additional personal days a year to acting director Joyce Sharpton (EL/MM/unanimous)
 - d. **MOTION:** to approve the Ulster County Office of Employment and Training request to participate in the Youth Employment Program (CW-E/MM/unanimous)
 - IX. Old Business
 - a. None at this time
 - X. 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 at 6:33 (EL/CW-E/unanimous).

THE NEXT BOARD MEETING WILL BE TUESDAY, JANUARY 16, 2024