

# Ellenville Public Library & Museum

*January 23, 2024 Board Meeting Minutes*

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

- I. Call to order 4:11 pm (MM)
  - II. Pledge of Allegiance
  - III. Minutes
    - a. **MOTION:** accept the minutes for December (MM/CW-E/unanimous)
      - i. The minutes are in the shared google drive
  - IV. Financial Reports
    - A. Treasurer's report
      - a. E-mailed to the board this week
      - b. **MOTION:** to acknowledge receipt of financial reports (CW-E/EL/unanimous)
    - B. Bills to be paid
      - a. We need a budget analysis and a bills to be paid form for each meeting
      - b. **MOTION:** accepted (CW-E/EL/unanimous)
    - C. Budget analysis
      - a. None at this time
  - V. Petitioners
    - a. Charlie Dechon stopped in to compliment the library.
  - VI. Correspondence
    - a. There is a CD at Jeff Bank that requires a signature to stay open.
  - VII. Committee Reports
    - A. Building & Grounds
      - a. None
    - B. Planning Committee
      - a. In abeyance
  - VIII. Personnel Committee
    - a. We are looking to fill full-time positions within the library.
  - IX. Old Business
    - a. None at this time
  - X. New Business
    - a. Questions were asked about the copier.
    - b. There needs to be a modification to the calendar reflecting that December 31st will be closing at 2:00.
    - c. The Ulster County Board of Elections reached out asking if we would be a polling location on April 2nd, November 5th and June 25th.
    - 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 at 5:01 (EL/CW-E/unanimous).

**THE NEXT BOARD MEETING WILL BE TUESDAY FEBRUARY 20th, 2024**

# Ellenville Public Library & Museum

*February 20, 2024 Board Meeting Minutes as presented by Trustee Tucker*

**Members Present:** Trustees Michelle Mainolfi, Catherine Walsh-Eckert, Don Odom Jr, Daniel Tucker, acting director Joyce Sharpton, attorney Dawn Conklin

**Absent With Just Cause:** Erin Levine

- I. Call to order 6:08 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
  - A. **MOTION:** accept the minutes for January (MM/CW-E/unanimous)
    - 1. The minutes are in the shared google drive
- IV. Financial Reports
  - A. Treasurer's report
    - 1. E-mailed to the board this week
    - 2. **MOTION:** to acknowledge receipt of financial reports (MM/CW/unanimous)
  - B. Bills to be paid
    - 1. We need a budget analysis and a bills to be paid form for each meeting
    - 2. **MOTION:** accepted (CW-E/EL/unanimous)
  - C. Budget analysis
    - 1. None at this time
- V. Petitioners
  - A. No petitioners for this meeting.
- VI. Correspondence
  - A. No correspondence for this meeting.
- VII. Committee Reports
  - A. Building & Grounds
    - 1. Winter has been mild but recent plowing has been high.
    - 2. Maintenance of Terwilliger House should be addressed, particularly the outside.
      - a) Requesting to the Board that estimates are obtained.
    - 3. Acting Director Sharpton would like to address the grass
  - B. Planning Committee
    - 1. No report
  - C. Personnel Committee
    - 1. **MOTION:** To accept the Committee reports (DT/MM/unanimous)
- VIII. Old Business
  - A. Discussed upcoming election and budget process. Acting Director Sharpton
- IX. New Business
  - A. Discussion of reaching out to previously used vendor
    - 1. Requesting Acting Director Sharpton contact previously used vendor for a proposal for addressing wood siding on the Terwilliger house
  - B. Trustee Eckert-Walsh will not be seeking re-election. Board members will consider any interested candidates
    - 1. **MOTION:** To schedule the Library Board Elections and Library Budget Elections on Tuesday, April 16, 2024 (CW/DT/Unanimous)
  - C. Budget Committee Meeting
    - 1. The Budget Committee will schedule time soon to meet.
  - D. Reports were emailed to the board and will be attached
    - 1. Director/Children's Librarian Report- see attached
    - 2. Adult/Teen Programmer- see attached
    - 3. Museum Manager- see attached
    - 4. **MOTION:** To accept the reports as presented (CW/MM/Unanimous)

**X. MOTION:** To enter into executive session to discuss personnel matters, not to return to a regular meeting.  
6:47 PM (MM/CW/Unanimous)

The Board exited the executive session at 6:57 pm (CW/DT/unanimous).

**THE NEXT BOARD MEETING WILL BE MONDAY MARCH 18th, 2024**

# Ellenville Public Library & Museum

*March 18, 2024 Board Meeting Minutes as presented by Trustee Tucker*

**Members Present:** Trustees Michelle Mainolfi, Donald Odom Jr, Daniel Tucker, Acting Director Joyce Sharpton, Attorney Dawn Conklin;

**Late Arrival:** Trustee Erin Levine

**Absent With Just Cause:** Trustee Catherine Walsh-Eckert

- I. Call to order 6:13 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
  - A. **MOTION** to accept the minutes: (MM/DO/Unanimous)
- IV. Financial Reports
  - A. Treasurer's report
    1. **MOTION:** to acknowledge receipt of financial reports and to pay the bills as presented to the Board. (MM/EL/unanimous)
  - B. Bills to be paid
    1. No comments.
  - C. Budget
    1. President Odom presented starting numbers for beginning the 2025 proposed budget
    2. Recognition that the library has benefited greatly from higher interest rates. This will require discussion for drafting the 2025 budget.
    3. The Board emphasized the need for a budget vs. actuals report every month.
- V. Petitioners
  - A. Presentation: Historical Markers (via Zoom) - Nicole Sorbara and marisa Scheinfeld
    1. Borscht Belt Historical Project
    2. Privately funded marker initiative to install historical markers throughout the Borscht Belt.
    3. Markers will include history for each respective area, erected on public domain land
    4. They would like to use the Ellenville Public Library for one of the marker locations.
    5. Marker is a gift but the Library would pay for installation
    6. **MOTION:** To send a letter of support to the Borscht Belt Historical Project to work toward installing a historical marker as presented (EL/MM/Unanimous)
  - B. Vanguard Cleaning Services
    1. Vanguard cleaning services submitted an unsolicited proposal for cleaning the library's facilities.
    2. The Board discussed keeping their information on file until the current contract expires and the Library would advertise a Request for Bids
- VI. Correspondence
  - A. Jackson National Life Insurance
    1. Submitted a letter suggesting the library is a beneficiary of a life insurance policy (the late Kathleen McDole)
  - B. Roger Ross
    1. Met with Emelia about pieces for upcoming art gallery
    2. He volunteered to paint the planters in by the library entrances
- VII. Committee Reports
  - A. Building & Grounds
    1. Discussion about planters outside of library building
    2. Discussion of allocating funds toward landscaping and decoration behind the main library building.
    3. Continued discussion about the need of maintenance on the Terwilliger House
      - a) Possibly review the donation terms to explore alternate uses of the space

- B. Personnel Committee
  - 1. The Committee met with Emilia over discussion of salary and benefit
  - 2. Discussed about emailing Michelle with thoughts on Emelia's conversation
  - 3. Discussed the need for a management benefit policy
  - 4. **MOTION:** To accept and approve Acting Director Sharpton's request for a leave of absence under Family Medical Leave Act and temporary modified work schedule (EL/DT/Unanimous)
- C. Request for Conference
  - 1. Nicole submitted a request to attend a conference
  - 2. **MOTION:** Approve Nicole to attend the American Association for State and Local history Conference on April 19th in Laurel, Maryland. (DT/EL/Unanimous)
- VIII. Old Business
  - A. N/A
- IX. New Business
  - A. Reports were emailed to the board and will be attached
    - 1. Director/Children's Librarian Report- see attached
    - 2. Adult/Teen Programmer- see attached
    - 3. Museum Manager- see attached
    - 4. RCLS Report
    - 5. **MOTION:** To accept the reports as presented (MM/EL/Unanimous)

The Board closed the meeting at 8:27 pm **MOTION to adjourn** (DT/MM/unanimous).

**THE NEXT BOARD MEETING WILL BE MONDAY, APRIL 15 , 2024**

# Ellenville Public Library & Museum

*April 15, 2024 Board Meeting Minutes*

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

- I. Call to order 6:02 pm (EL)
  - II. Pledge of Allegiance
  - III. Minutes
    - a. **MOTION:** accept the minutes for February (CW-E/DT/unanimous)
      - i. The minutes are in the shared google drive
  - IV. Financial Reports
    - A. Treasurer's report
      - a. E-mailed to the board this week
      - b. **MOTION:** to acknowledge receipt of financial reports (CW-E/DT/unanimous)
    - B. Bills to be paid
      - a. We need a budget analysis and a bills to be paid form for each meeting
      - b. **MOTION:** accepted (CW-E/EL/unanimous)
    - C. Budget analysis
      - a. None at this time
  - V. Petitioners
    - a. None
  - VI. Correspondence
    - a. Ray Talk from the The Federated Sportsman's Clubs of Ulster County Lend-a-Pole Program wants to set up a cabinet with fishing poles, tackle boxes and gear for the library (CW-E/EL/unanimous)
  - VII. Committee Reports
    - A. Building & Grounds
      - a. Landscape Innovators reached out with a proposal for the spring.
        - i. **MOTION:** The board motions to approve parking lot clean up, spring cleanup, weekly maintenance, shrub and tree maintenance, fall clean up, irrigation work, mulching and planting annuals. We are not able to accept the Center Street Renovation Spring Project or Trudy Farber plantings at this current time. (EL/CW-E/unanimous)
      - b. We need to reach out to other historic preservation groups who would be willing on repairing the exterior of the Terwilliger House.
    - B. Planning Committee
      - a. In abeyance
  - VIII. Personnel Committee
    - a. **MOTION** to enter executive session to discuss matters of personnel at 6:35 (DO/CW-E/unanimous), ending at 6:46 (DT, EL/unanimous)
    - b. We have a new part time staff member Loretta Wuest who began this week.
  - IX. Old Business
    - a. None at this time
  - X. New Business
    - a. We have questions regarding a donation made on behalf of Mrs. McDole- pending further clarification from RCLS.
    - 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 accept reports as presented (CW-E/EL/unanimous)  
**MOTION:** to adjourn at 7:02 (EL/CW-E/unanimous).

**THE NEXT BOARD MEETING WILL BE MONDAY MAY 20th, 2024**

# Ellenville Public Library & Museum

*April 1, 2024 Special Board Meeting Minutes*

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

- I. Call to order 7:00 pm (DO)
- II. Pledge of Allegiance
- III. New Business
  - A. The proposed 2025 budget was discussed
    - a. **MOTION:** to propose the 2025 Budget as presented, raising the levy by \$18,493 (KW-E/MM/unanimous)

Motion to adjourn 7:20 pm (MM/KW-E/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY, APRIL 15, 2024**



# Ellenville Public Library & Museum

*May 20, 2024 Board Meeting Minutes*

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

- I. Call to order 6:04 pm (EL)
- 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. E-mailed to the board this week
    - b. **MOTION:** to acknowledge receipt of financial reports (EL/CW-E/unanimous)
  - B. Bills to be paid
    - a. We need a budget analysis and a bills to be paid form for each meeting
    - b. **MOTION:** accepted (CW-E/EL/unanimous)
  - C. Budget analysis
    - a. None at this time
- V. Petitioners
  - a. None
- VI. Correspondence
  - a. A thank you card came from Joyce thanking us for the baby shower gift the board sent.
- VII. Committee Reports
  - A. Building & Grounds
    - a. The front beds need to be weeded/planted.
    - b. The A/C needs to be turned on as the weather
  - B. Planning Committee
    - a. In abeyance
- VIII. Personnel Committee
  - a. **MOTION** to enter executive session to discuss matters of personnel at 6:30 (DO/CW-E/unanimous), ending at 6:37 (MM/ EL/unanimous)
  - b. **MOTION:** to adjust the salary of the ELPM bookkeeper from \$20/hr to \$28/hr retroactive January 1, 2024.
- IX. Old Business
  - a. We need to hire new staff to replace the vacancies.
- X. New Business
  - a. Reports were emailed to the board and will be attached
    - A. Director/Children's Librarian Report- on hold
    - B. Adult/Teen Programmer- see attached
    - C. Museum Manager- see attached

**MOTION:** to accept reports as presented (MM/CW-E/unanimous)  
**MOTION:** to adjourn at 7:02 (MM/CW-E/unanimous).

**THE NEXT BOARD MEETING WILL BE MONDAY JUNE 17th, 2024**

# Ellenville Public Library & Museum

*June 17, 2024 Board Meeting Minutes*

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

- I. Call to order 6:04 pm (EL)
- II. Pledge of Allegiance
- III. Minutes
  - a. **MOTION:** accept the minutes for May (CW-E/MM/unanimous)
    - i. The minutes are in the shared google drive
- IV. Financial Reports
  - A. Treasurer's report
    - a. E-mailed to the board this week
    - b. **MOTION:** to acknowledge receipt of financial reports (EL/CW-E/unanimous)
    - c. The board has questions regarding a program that seems excessive financially. We would like clarification from Emma prior to the next board meeting.
    - d. Daniel pointed out several budget lines with overages that could be covered with surplus.
  - B. Bills to be paid
    - a. We need a budget analysis and a bills to be paid form for each meeting
    - b. **MOTION:** accepted (CW-E/EL/unanimous)
  - C. Budget analysis
    - a. None at this time
- V. Petitioners
  - a. Cassie Spoor and Lizzy Straub attended the meeting as future and prospective trustees respectively.
- VI. Correspondence
  - a. The board received an endowment from Kathleen McDole for a total of \$103,947.71.
- VII. Committee Reports
  - A. Building & Grounds
    - a. None at this time
    - b. We need a contractor to work on the exterior of the Terwilliger House.
  - B. Planning Committee
    - a. In abeyance
- VIII. Personnel Committee
  - a. **RESOLVED** that paid parental leave for a term of eight weeks in connection with the birth of a child be extended to employees who have a minimum of five years of full-time employment and who are not subject to a collective bargaining agreement. This decision is effective retroactively to January 1, 2024 (CW-E/EL/unanimous)
  - b. We continue to be short staffed and need to canvas for positions.
  - c. **MOTION** to enter executive session to discuss matters of personnel at 6:35 (DO/CW-E/unanimous), ending at 6:52 (DO/ EL/unanimous)
- IX. Old Business
  - a. We need to hire new staff to replace the vacancies.
- X. New Business
  - a. **MOTION:** to accept Lizzy Straub's position as board member, replacing Daniel Tucker's leave from the board (MM/CW-E/unanimous)
  - b. The board would like to acknowledge Kate Eckert's and Daniel Tucker's combined years service to the board and thank her for them for dedication on the library board.
  - c. 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 accept reports as presented (CW-E/EL/unanimous)

**MOTION:** to adjourn at 7:02 (CW-E/MM/unanimous).

**THE NEXT BOARD MEETING WILL BE MONDAY JULY 15th, 2024**

# Ellenville Public Library & Museum

*July 15, 2024 Board Meeting Minutes*

**Members Present:** Trustees Don Odom Jr, Erin Levine, Michelle Mainolfi, Cassie Spoor, Elizabeth Straub, attorney Dawn Conklin, acting director Joyce Sharpton

- I. Call to order 6:00 pm (EL)
  - II. Pledge of Allegiance
  - III. Oath of Office taken by Elizabeth Straub and Cassie Spoor. Elizabeth Straub's appointment runs until the term's end (June 2025).
  - IV. Minutes
    - a. **MOTION:** accept the minutes for June (MM/DO/unanimous)
      - i. The minutes are in the shared google drive
  - V. Financial Reports
    - A. Treasurer's report
      - a. E-mailed to the board this week
      - b. **MOTION:** to acknowledge receipt of financial reports (CS/ES/unanimous)
    - B. Bills to be paid
      - a. We need a budget analysis and a bills to be paid form for each meeting
      - b. **MOTION:** accepted (CW-E/EL/unanimous)
    - C. Budget analysis
      - a. None at this time
  - V. Petitioners
    - a. None
  - VI. Correspondence
    - a. **MOTION** to enter executive session 6:20 to discuss matters of personnel (CS/ES/unanimous), exiting at 6:58 .
    - b. **MOTION:** In response to a letter received from CSEA regarding an employee, we make a motion to grant the request therein with a review by the board in 6 months time to determine any further possible extension (EL/MM/unanimous).
  - VII. Committee Reports
    - A. Building & Grounds
      - a. Nicole reached out to a local historical group for recommendations to have the museum exterior repaired.
    - B. Planning Committee
      - a. In abeyance
  - VIII. Personnel Committee
    - a. None at this time
  - IX. Old Business
  - X. New Business
    - a. **MOTION:** to approve the grant request from Marisa Scheinfeld in order to fund the historical marker (ES/EL/unanimous)
    - b. Reports were emailed to the board and will be attached
      - A. Director/Children's Librarian Report- on hold
      - B. Adult/Teen Programmer- see attached
      - C. Museum Manager- see attached
- MOTION: to close for patrons on the dates of RCSL updating August 2nd through August 4th with the staff participating in Webinars, library organization, etc (MM/EL/unanimous)
- MOTION:** to accept reports as presented (MM/CW-E/unanimous)
- MOTION:** to adjourn at 7:26 (MM/CS/unanimous).

**THE NEXT BOARD MEETING WILL BE MONDAY AUGUST 18th, 2024**

# Ellenville Public Library & Museum

*August 19, 2024 Board Meeting Minutes*

**Members Present:** Trustees Don Odom Jr, Erin Levin, Cassie Spoor, attorney Dawn Conklin, acting director Joyce Sharpton, absent with just cause Elizabeth Straub, Michelle Mainolfi

- I. Call to order 6:00 pm (EL)
  - II. Pledge of Allegiance
  - III. Minutes
    - a. **MOTION:** accept the minutes for July (CS/DO/unanimous)
      - i. The minutes are in the shared google drive
  - IV. Financial Reports
    - A. Treasurer's report
      - a. E-mailed to the board this week
      - b. **MOTION:** to acknowledge receipt of financial reports (CS/EL/unanimous)
    - B. Bills to be paid
      - a. **MOTION:** accepted (CS/EL/unanimous)
    - C. Budget analysis
      - a. None at this time
  - V. Petitioners
    - a. None
  - VI. Correspondence
    - a. NYLA 2024- October
    - b. RCLS- September 6th
    - c. NYLA Skills Academy will be sent via e-mail
  - VII. Committee Reports
    - A. Building & Grounds
      - a. None
    - B. Planning Committee
      - a. Progress on a Friends Group is ongoing. Steps are moving forward.
      - b. Store Core Program- a non-profit performs structured interviews is in the works.
      - c. We need to look into a fire suppression system to protect the museum and library
    - C. Personnel Committee
      - a. A letter of interest was submitted for the librarian position
  - VIII. Old Business
    - a. The museum needs to be checked for asbestos prior to repair completion.
  - IX. New Business
    - a. Rita Helgesen is retiring after 17 years of service (and more as a patron and volunteer). We are so thankful for her dedication.
    - b. **MOTION:** to approve Emma's request to attend NYLA as presented (CS/EL/unanimous)
    - c. The historical marker will be installed in the fall
    - d. The board needs to schedule a walk-through of the museum to get a better idea of repairs that need to be completed.
    - 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
- MOTION:** to accept reports as presented (EL/CS/unanimous)  
**MOTION:** to adjourn at 6:35 (MM/CS/unanimous).

**THE NEXT BOARD MEETING WILL BE MONDAY SEPTEMBER 16th, 2024**

# Ellenville Public Library & Museum

*September 16, 2024 Board Meeting Minutes*

**Members Present:** Trustees Don Odom Jr, Erin Levine, Cassie Spoor, Elizabeth Straub, Michelle Mainolfi, acting director Joyce Sharpton, absent with just cause attorney Dawn Conklin

- I. Call to order 6:01 pm (EL)
- II. Pledge of Allegiance
- III. Minutes
  - a. **MOTION:** accept the minutes for August (MM/CS/unanimous)
    - i. The minutes are in the shared google drive
- IV. Financial Reports
  - A. Treasurer's report
    - a. E-mailed to the board this week
    - b. **MOTION:** to acknowledge receipt of financial reports (CS/ES/unanimous)
  - B. Bills to be paid
    - a. **MOTION:** accepted (CS/ES/unanimous)
  - C. Budget analysis
    - a. **MOTION:** accepted (CS/ES/unanimous)
- V. Petitioners
  - a. Emily Uberto petitioned the board requesting permission to bring her service dog Cherry to work with her.
    - i. **MOTION:** to enter executive session at 6:15, ending at 6:23 (EL/DO/unanimous)
  - b. Robin Wood presented several questions regarding banking (update our credit card information and The Denman Fund)
- VI. Correspondence
  - a. Cheryl LeSonde wrote a letter asking if she could do story hours with the children. We would like to know if she would be interested in a pt clerk position at the board. There is also a volunteer form on file.
- VII. Committee Reports
  - A. Building & Grounds
    - a. We need to look into quotes for fire suppression systems for the library and museum. Cassie mentioned there are fire resistant curtains that can be utilized during a fire to prevent the spread.
    - b. Joyce mentioned wanting security cameras on the grounds and the board is in full agreement. Joyce will look for bids.
    - c. The staff wondered about the possibility of digital outside signage and we are also in full agreement.
  - B. Planning Committee
    - a. The formation of a Friends Group continues to move forward. There is a first meeting October 21st at 4:00.
  - C. Personnel Committee
    - a. **MOTION:** to enter executive session at 7:02 to discuss matters of personnel (EL/MM/unanimous), ending at 7:04 (EL/MM/unanimous)
- VIII. Old Business
  - a. The museum needs to be checked for asbestos prior to repair completion. The health department might be able to detect lead paint and asbestos and should be contacted.
  - b. The board will do a walk-through of the museum on September 24th at 6:00.
- 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 accept reports as presented (EL/CS/unanimous)  
**MOTION:** to adjourn at 7:30 (CS/EL/unanimous).

**THE NEXT BOARD MEETING WILL BE MONDAY OCTOBER 21st, 2024**

# Ellenville Public Library & Museum

*October 21, 2024 Board Meeting Minutes*

**Members Present:** Trustees Don Odom Jr, Erin Levine, Cassie Spoor, Elizabeth Straub, acting director Joyce Sharpton, attorney Dawn Conklin, absent with just cause Michelle Mainolfi

- I. Call to order 6:00 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
  - a. **MOTION:** accept the minutes for September (ES/CS/unanimous)
    - i. The minutes are in the shared google drive
- IV. Financial Reports
  - A. Treasurer's report
    - a. E-mailed to the board this week
    - b. **MOTION:** to acknowledge receipt of financial reports (EL/ES/unanimous)
  - B. Bills to be paid
    - a. **MOTION:** accepted (EL/ES/unanimous)
  - C. Budget analysis
    - a. **MOTION:** accepted (EL/ES/unanimous)
- V. Petitioners
  - a. Ashley Torres from the Board of Elections called regarding voting at the library. She wants communication to be open so there are no issues.
- VI. Correspondence
  - a. Roger Ross requested space for an art show to benefit the library. We were advised from counsel that it would be better funneled through a friends group which we do not have. Perhaps the new book store or C.O.F.F.E would be a better fit.
  - b. A patron asked why the library newsletter was mailed late. The shipping agent was delayed and if it continues to be a problem then we will look for other agencies.
- VII. Committee Reports
  - A. Building & Grounds
    - a. The board did a walk through of the museum and noted the work in need of immediate repair. Nicole was able to get names for companies who did work on local historic buildings.
    - b. **MOTION:** to accept the proposal from Pressure Plus Cleaning Services to clean the floors twice a year (CS/EL/unanimous)
    - c. **MOTION:** to accept the proposal from Everon to install security cameras inside and outside of the library (ES/CS/unanimous)
    - d. **MOTION:** to purchase two Uline conference tables at the price of \$430 each (ES/CS/unanimous)
    - e. **MOTON:** to allow Joyce to purchase chairs for the conference tables not to exceed \$1,000 (EL/CS/unanimous)
  - B. Planning Committee
    - a. In abeyance
  - C. Personnel Committee
    - a. **MOTION:** to enter executive session at 6:46 to discuss matters of personnel (DO/EL/unanimous), ending at 6:50 (EL/MM/unanimous)
- VIII. Old Business
  - a. The museum needs to be checked for asbestos prior to repair completion. The health department might be able to detect lead paint and asbestos and should be contacted.
- IX. New Business
  - a. **MOTION:** to operate at reduced hours on election day from 9:30-4:30 to open parking spots for voters (ES/CS/unanimous)
  - b. **MOTION:** The board of trustees of the Ellenville Public Library and Museum on this day 21 of October approved a resolution to accept the Ramapo Catskill Library System 2025 RCLS Budget (EL/ES/unanimous)
  - c. 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 accept reports as presented (EL/CS/unanimous)

**MOTION:** to adjourn at 7:07 (EL/ES/unanimous).

**THE NEXT BOARD MEETING WILL BE MONDAY NOVEMBER 18st, 2024**



# Ellenville Public Library & Museum

*November 18, 2024 Board Meeting Minutes*

**Members Present:** Trustees Don Odom Jr, Erin Levine, Cassie Spoor, Elizabeth Straub, Michelle Mainolfi, acting director Joyce Sharpton, attorney Dawn Conklin

- I. Call to order 6:03 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
  - a. **MOTION:** accept the minutes for October (CS/MM/unanimous)
    - i. The minutes are in the shared google drive
- IV. Financial Reports
  - A. Treasurer's report
    - a. E-mailed to the board this week
    - b. **MOTION:** to acknowledge receipt of financial reports (EL/ES/unanimous)
  - B. Bills to be paid
    - a. **MOTION:** accepted (EL/ES/unanimous)
  - C. Budget analysis
    - a. **MOTION:** accepted (EL/ES/unanimous)
- V. Petitioners
  - a. None
- VI. Correspondence
  - a. The library and museum received a \$1,000 donation from the Alice Shaver Foundation.
    - i. **MOTION:** to utilize the donation to fund the children's book fund (CS/EL/unanimous)
- VII. Committee Reports
  - A. Building & Grounds
    - a. The cameras will be installed shortly.
    - b. We haven't heard back from sign companies to install an outside sign
    - c. **MOTION:** to deaccession old furniture: conference table, 8 chairs, as well as a desk (EL/ES/unanimous)
    - d. **MOTION:** to accept the bid for snow removal from Landscape Innovators for the 2024-2025 winter year (EL/MM/unanimous)
  - B. Planning Committee
    - a. In abeyance
  - C. Personnel Committee
    - a. **MOTION:** to enter executive session at 6:19 to discuss matters of personnel (MM/EL/unanimous), ending at 6:36 (EL/MM/unanimous)
- VIII. Old Business
  - a. None
- IX. New Business
  - a. **MOTION:** to approve holiday closings and board meeting calendar for 2025 (MM/EL/unanimous)
  - b. **RESOLVED:** to move the proceeds of the Elizabeth McDole bequest from the general income line to an interest bearing CD account designated for program development (MM/CS/unanimous).
  - c. **RESOLVED:** to increase the hourly rate of the EPL&M hourly rate for bookkeeper from \$28 to \$35 per hour (EL/MM/unanimous)
  - d. **RESOLVED:** that Cassie Spoor, 2nd Vice President, will be added as an authorized signatory for EPL&M accounts at the financial institutions serving EPL&M (MM/ES/unanimous).
  - 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

**MOTION:** to accept reports as presented (EL/CS/unanimous)

**MOTION:** to adjourn at 6:52 (MM/EL/unanimous).

**THE NEXT BOARD MEETING WILL BE MONDAY DECEMBER 16th, 2024**

# Ellenville Public Library & Museum

*December 16, 2024 Board Meeting Minutes*

**Members Present:** Trustees Don Odom Jr, Erin Levine, Cassie Spoor, Elizabeth Straub, Michelle Mainolfi, acting director Joyce Sharpton, attorney Dawn Conklin

- I. Call to order 6:06 pm (DO)
  - II. Pledge of Allegiance
  - III. Minutes
    - a. **MOTION:** accept the minutes for November (CS/MM/unanimous)
      - i. The minutes are in the shared google drive
  - IV. Financial Reports
    - A. Treasurer's report
      - a. E-mailed to the board this week
      - b. **MOTION:** to acknowledge receipt of financial reports (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. Bob Gabalski from Lothrop Associates is an architect who provided an architectural assessment of the third floor, attic and cupola in the Terwilliger House. We would need to clean out the areas so he would be able to complete the assessment.
    - b. Yolanda Osuba attended the meeting as a future board member replacement for Michelle Mainolfi
  - VI. Correspondence
    - a. The Ellenville Regional Hospital wrote a thank you for the donation of books for a fundraiser
    - b. Toys for Tots wrote a thank you note for having a donation box at the library
    - c. A letter was received from Seth Wood regarding the status of the bathrooms. The repairs are massive and require a complete remodel
  - VII. Committee Reports
    - A. Building & Grounds
      - a. The installation for the cameras began today
      - b. We haven't heard back from sign companies to install an outside sign
    - B. Planning Committee
      - a. The formation of a Friends Group is coming closer to fruition
      - b. Don Odom brought up a Genealogy Training that Nicole and Joyce might be interested in using the funds from the McDole funds
    - C. Personnel Committee
      - a. Nothing to report
      - b. **MOTION:** to accept Michelle's resignation from the library board, effective immediately (EL/ES/unanimous)
  - VIII. Old Business
    - a. None
  - IX. New Business
    - a. Cassie Spoor had a patron request space for homeschool materials, she will attend the next 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**MOTION:** to accept reports as presented (EL/CS/unanimous)
- MOTION:** to adjourn at 7:26 (MM/EL/unanimous).
- THE NEXT BOARD MEETING WILL BE MONDAY JANUARY 27th, 2024**