

Ellenville Public Library & Museum

January 27, 2025 Board Meeting Minutes

Members Present: Trustees Don Odom Jr, Erin Levine, Cassie Spoor, Elizabeth Straub, acting director Joyce Sharpton, attorney Dawn Conklin, prospective board member Yolanda Osoba

- I. Call to order 6:01 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for December (CS/ES/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. We need to anticipate a raise in insurance premiums next year.
 - b. **MOTION:** to acknowledge receipt of financial reports (EL//unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (EL/CS/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (EL/CS/unanimous)
- V. Petitioners
 - a. Tom Murphy from M&T Bank and Robin Wood attended to review the organization and status of our bank account and CDs.
- VI. Correspondence
 - a. Jeffrey Slade of the Joint Historic Preservation Commission wrote regarding a landmark sign for the Terwilliger House
 - b. **MOTION:** to approve the request of Jeffrey Slade for the installation of a historic sign near the front of the Terwilliger House, to be paid for by Joint Historic Preservation Commission-The Town of Wawarsing & Villiage of Ellenville (ES/CS/unanimous)
- VII. Committee Reports
 - A. Building & Grounds
 - a. Robert Goldsmith needs to be notified about the potential for overfilling our tanks when we had the boiler issue
 - b. The external cameras are up, but we are waiting for a part for one camera before the job is completed
 - c. We are still waiting to hear back from sign companies to install an outside sign
 - B. Planning Committee
 - a. **MOTION:** to add the Daily Freeman to our second newspaper (CS/ES/unanimous)
 - C. Personnel Committee
 - a. Entering executive session at 6:42 to discuss matters of personnel (DO/EL/unanimous), ending at 6:51
 - b. **MOTION:** to extend the health insurance for a clerk on medical leave for an additional six months (EL/ES/unanimous)
 - c. **MOTION:** to approve Nicole Sorbara's Genealogy courses through BU for a total of \$4,685 (EL/CS/unanimous).
 - d. **RESOLVED:** to appoint Yolanda Osoba to replace Michelle Mainolfi for the remainder of her term (EL/ES/unanimous)
- 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

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

MOTION: to adjourn at 7:23 (CS/EL/unanimous).

THE NEXT BOARD MEETING WILL BE MONDAY FEBRUARY 24, 2025

Ellenville Public Library & Museum

February 24, 2025 Board Meeting Minutes

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

- I. Call to order 5:54 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for January (CS/ES/unanimous)
 - i. Noting the typo for the word "village"
 - ii. 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//unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (EL/CS/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (EL/CS/unanimous)
- V. Petitioners
 - a. Stephen Hoefer from RCSL joined to discuss the e-rate discounts and CIPA Compliance
 - i. The concern was raised for limiting LGBTQIA information if the federal definition for inappropriate information and at that point we can opt-out
 - ii. **RESOLVED:** to approve the "It is the policy of Ellenville Public Library and Museum to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No 106-554 and 47 USC 254(h)] (ES/CS/unanimous)
 - iii. There is a workshop in April on eligible construction grants
- VI. Correspondence
 - a. John Morse sent a thank you for being open late to have access to the printer.
- VII. Committee Reports
 - A. Building & Grounds
 - a. We are currently looking for companies who can do work on the Terwilliger House
 - B. Planning Committee
 - a. The museum is working towards being a genealogy access point.
 - C. Personnel Committee
 - a. We are continuing to have issues with staffing. Our current rates do not invite people to apply. The board needs to work on salary scales.
- VIII. Old Business
 - a. None
- IX. New Business
 - a. **MOTION:** The library operated in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2024 Annual Report was reviewed and accepted but he Library Board (EL/ES/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
 - D. **MOTION:** to set the Budget Vote and Trustee Election for April 29, 2025 (EL/CS/unanimous)

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

MOTION: to adjourn at 7:02 (DO/YO/unanimous).

THE NEXT BOARD MEETING WILL BE MONDAY MARCH 24th, 2025

Ellenville Public Library & Museum

March 24, 2025 Board Meeting Minutes

Members Present: Trustees Erin Levine, Cassie Spoor, Yolanda Osuba, Elizabeth Straub, acting director Joyce Sharpton, attorney Dawn Conklin, absent with cause Donald Odom Jr.

- I. Call to order 5:59 pm (CS)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for February (CS/ES/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. Elizabeth Straub had a question regarding the retirement line on the budget- Michelle Mainolfi may be able to shed light on it.
 - b. **MOTION:** accepted (EL/ES/unanimous)
 - c. **MOTION:** to approve the budget for 2025-2026 as presented (YO/ES/unanimous)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. A thank-you from Rondout Valley Lions Club thanking us for supporting our community and enclosed a \$250 donation
- VII. Committee Reports
 - A. Building & Grounds
 - a. **MOTION:** To approve the yearly maintenance 2025 seasonal maintenance proposal from Landscape Innovators (EL/ES/unanimous).
 - b. **MOTION:** to approve a maintenance proposal to beautify the library not to exceed \$5,000. Shrubs should be shorter than the windows in the Children's Library (EL/ES/unanimous)
 - c. Sentry Custom Security sent a proposal for additional book protection (scanning tags for loss protection) at a cost of \$21,950. We are not looking into doing that at this time.
 - B. Planning Committee
 - a. We received a quote from Lewis Sign Co for an LED sign outside of the library for a total of \$64,358.80.
 - C. Personnel Committee
 - a. We are still looking to fill several positions at the library. Conversations to make our wages competitive are in the works.
- VIII. Old Business
 - a. Early Voting presented a multitude of issues that need to be worked out prior to the next election. We strongly feel that voting needs to take place at the library, so to help, board members will be here helping make sure things run smoothly.
- IX. New Business
 - a. We need to look into new policies regarding meetings over Zoom.
 - 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 6:54 (YO/EL/unanimous).

THE NEXT BOARD MEETING WILL BE MONDAY APRIL 21, 2025

Ellenville Public Library & Museum

April 21, 2025 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr, Erin Levine, Cassie Spoor, Elizabeth Straub, acting director Joyce Sharpton, attorney Dawn Conklin, absent with cause Yolanda Osuba

- I. Call to order 5:59 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for March (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. Elizabeth Straub had a question regarding the retirement line on the budget- Michelle Mainolfi may be able to shed light on it.
 - i. It was recommended to keep the line for future use
 - b. **MOTION:** accepted (EL/ES/unanimous)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. Lewis Sign Company sent an updated proposal for a sign outside of the library. Cassie Spoor noted that the sign could be covered through Ramapo. We will look into submitting a grant for HVAC/bathroom repair/signage
- VII. Committee Reports
 - A. Building & Grounds
 - a. The pole was installed for the Borscht Belt sign
 - b. Jim Hyatt was supposed to stop in today for a walk through for shrubbery, but wasn't able to.
 - B. Planning Committee
 - a. We received a quote from Lewis Sign Co for an LED sign outside of the library for a total of \$64,358.80.
 - C. Personnel Committee
 - a. We are still looking to fill several positions at the library.
 - b. **MOTION:** to accept the CSEA agreement as negotiated
 - i. WHEREAS, the parties to this agreement are subject to a collective bargaining agreement with a term of January 1, 2024, through December 31, 2027; and
 - ii. WHEREAS, the parties met on April 8, 2025, to discuss the current salaries for existing employees and newly hired employees;
 - iii. WHEREAS, the parties negotiated market salary adjustments for existing employees and newly hired employees; and
 - iv. WHEREAS, the current bargaining agreement shall be modified to reflect these market salary adjustments (CS/ES/unanimous)
 - c. To enter executive session at 6:31 to discuss matters of personnel (DO/EL/unanimous), ending 6:35 (EL/CS/unanimous)
 - d. **MOTION:** to increase a retroactive pay (January 1, 2025) increase for the acting director and Teen and Adult Programmer at \$5,000. To bring the Adult and Teen programmer position into alignment regarding personal and vacation days (CS/EL/unanimous)

VIII. Old Business

- a. Our camera is still awaiting final installation

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 6:40 (CS/DO/unanimous).

THE NEXT BOARD MEETING WILL BE MONDAY MAY 19, 2025

Ellenville Public Library & Museum

May 19, 2025 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr, Erin Levine, Cassie Spoor, Elizabeth Straub, Yolanda Osuba, acting director Joyce Sharpton, attorney Dawn Conklin

- I. Call to order 6:00 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for April with two modifications (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/CS/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (EL/CS/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (EL/ES/unanimous)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. Christ Ministries Baptist Church is celebrating their 25th anniversary and wants to know if we want to purchase an add
- VII. Committee Reports
 - A. Building & Grounds
 - a. The new shrubbery looks amazing outside of the Children's Room
 - b. The cameras are completely installed.
 - B. Personnel Committee
 - a. We are still looking to fill several positions at the library.
 - C. Planning Committee
 - a. Will meet next week Thursday
- VIII. Old Business
 - a. Cassie spoke about firming up plans for the construction grant
 - b. Logistics needs to be set up for early voting
 - c. The bathroom needs to be fixed, so we need to explore other options
- 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 6:26 (ES/YO/unanimous).

THE NEXT BOARD MEETING WILL BE MONDAY JUNE 16, 2025

Ellenville Public Library & Museum

June 16, 2025 Board Meeting Minutes

Members Present: Trustees Cassie Spoor, Elizabeth Straub, Yolanda Osoba, acting director Joyce Sharpton, attorney Dawn Conklin, absent with just cause Donald Odom Jr. and Erin Levine

- I. Call to order 6:00 pm (CS)
- II. Pledge of Allegiance
- III. Minutes
 - A. **MOTION:** accept the minutes for May (ES/YO/unanimous)
 - a. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. Emailed to the Board this week.
 - b. **MOTION:** to acknowledge receipt of financial reports (YO/ES/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (YO/ES/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (YO/ES/unanimous)
- V. Petitioners
 - A. Marilyn McIntosh and Carl Berkowitz from RCLS Board of Trustees introduced themselves and informed the members of the Board of an open Ulster County seat on the RCLS Board.
- VI. Correspondence
 - A. Thank you card from Carrie-Ann Wood's family.
- VII. Committee Reports
 - A. Building & Grounds
 - a. None
 - B. Personnel Committee
 - a. We are still looking to fill several positions at the Library.
 - C. Planning Committee
 - a. In abeyance
- 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

MOTION: to accept reports as presented (ES/YO/unanimous)
 - B. DASNY Construction Grants

- a. Cassie reported back on the RCLS informational workshop that she and Don recently attended. The Board must decide on which projects will be included in the proposal; Cassie recommended including the HVAC system, the public bathroom remodels, and outdoor signs in the proposal. As everything is due to RCLS on August 1st, Cassie requested that different Board members reach out for detailed proposals for the various projects. Cassie also requested that the proposals and information be gathered by the July meeting.

MOTION: to adjourn at 6:50 pm (ES/YO/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY, JULY 21, 2025

Ellenville Public Library & Museum

July 21, 2025 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr, Cassie Spoor, Elizabeth Straub, Yolanda Osuba, Moranda Bromberg, acting director Joyce Sharpton, attorney Dawn Conklin, Erin Levine

- I. Call to order 6:00 pm (DO)
- II. Pledge of Allegiance
- III. **Oath of Office:** Moranda Bromberg, Yolanda Osuba. The board thanked Erin Levine for her 10-years on the library board.
- IV. Minutes
 - a. **MOTION:** accept the minutes for June (CS/ES/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 (YO/CS/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (YO/CS/unanimous)
 - i. Note: the cost of lawn maintenance seems excessive. The board wishes to consider looking for bids from other local companies for landscaping.
 - C. Budget analysis
 - a. **MOTION:** accepted (YO/CS/unanimous)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. None
- VII. Committee Reports
 - a. Building & Grounds
 - i. See above regarding landscaping concerns
 - b. Personnel Committee
 - a. **MOTION:** to accept board and committee appointments for June 2025-2026 with an amendment to making Moranda chair of the Technology Committee. (CS/YO/unanimous).
 - b. We are still looking to fill several positions at the library. A part-time position was recently filled by Amy Gonzales, but we are still looking for full-time clerks.
 - B. Budget/Planning Committee
 - a. None
- VIII. Old Business
 - a. None
- IX. 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 Manager- see attached**MOTION:** to accept reports as presented (ES/CS/unanimous)
 - b. The website continues to glitch making navigation difficult for staff and patrons. Paraclete suggested a redesign because it is more cost effective over a new website design. Moranda suggested switching platforms to SquareSpace or similar service. The board will circle back next month when more information on new platforms is available.
 - c. Cassie proposes we use grant money to replace the bathroom, put signage outside and replace the HVAC. Bonnie Meadow offered to work with the library on the grant proposal. Assurances-State Aid for Library Construction Program was looked over by Dawn and she has questions about section 4

MOTION: to accept Motion 2 for HVAC in order to submit for grant funding (CS, ES/
unanimous)

MOTION: to accept bid from All Valley Renovations to repair the bathroom (ES/CS/
unanimous)

MOTION: to accept bid from Lewis Sign Company, contingent on software upgrades,
for electronic signage (CS/YO/unanimous)

d. **MOTION:** to Approval of DLD Assurance Form and Approval of RCLS Assurances Letter as
presented (CS/ES/unanimous)

e. **MOTION:** to adopt the Ellenville Public Library & Museum Board of Trustees Bylaws amended
adding recommendations to the 2016 bylaws; ARTICLE II number 5, as well as adding the
Amendment section I and II (ES/MB/unanimous)

MOTION: to adjourn at 7:33 (MB/ES/unanimous).

THE NEXT BOARD MEETING WILL BE MONDAY AUGUST 18, 2025

Ellenville Public Library & Museum

August 18, 2025 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr, Moranda Bromberg, Cassie Spoor, Yolanda Osuba, acting director Joyce Sharpton

- I. Call to order 6:08 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for July with no modifications (DO/CS/unanimous)
 - i. The minutes are in the Shared Google Drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. Printed for the board this week.
 - b. **MOTION:** to acknowledge receipt of financial reports (DO/YO/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (DO/CS/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (DO/CS/unanimous)
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. None
- VII. Committee Reports
 - A. Building & Grounds
 - a. None
 - B. Personnel Committee
 - a. None.
 - C. Planning Committee
 - a. None
- VIII. Old Business
 - a. DASNY grant submitted.
 - b. DASNY portal now open and available to check status of grant.
 - c. Energy Efficiency Consultants scope of work needs to be approved in advance of beginning construction.
 - d. **a. MOTION:** Approve proposed scope of work. (CS/YO/unanimous)
- IX. New Business
 1. Reports
 - A. Director/Children's Librarian Report- see attached
 - B. Adult/Teen Programmer- see attached
 - C. Museum Manager- see attached
 2. Reallocate funds from Elizabeth McDole donation to cover deposits to begin renovations for HVAC, new sign, and renovations of bathrooms.
 - a. **MOTION:** Accept temporary allocation of funds (CS/YO/unanimous)
 - \$47,329.23 to Jones Services for HVAC rework (35% down)
 - \$30,733.84 All Valley Renovations for renovations of bathrooms (50% down)
 - \$31,862.40 Lewis Sign Company for new signs (50% down)
 - b. **MOTION:** Approve use of funds to initiate construction (MB/YO/unanimous)
 3. Pre-purchase fuel at \$26,203.34 from Robert Goldsmith Fuel Oil for heating season of 2025-2026
MOTION: To pay for heating oil (CS/YO/unanimous)
 4. Review of Board of Trustees Bylaws
 - a. Make changes to Article V – Committees Section 1 removing Museum Committee and adding in Planning Committee with Section 4 now describing Planning Committee duties
 - b. **MOTION:** Approve changes (CS/YO/unanimous)

5. Accept proposal from Paraclette Design to redesign and rebuild website for the Ellenville Public library.

a. MOTION: Approve proposal (MB/YO/unanimous)

6. Deaccession chair #93-8

a. MOTION: Approve (YO/DO/unanimous)

7. Energy Efficiency Consultants Proposal discussed under Old Business & DASNY grant.

MOTION: to adjourn at 6:59 (YO/CS/unanimous).

THE NEXT BOARD MEETING WILL BE MONDAY SEPTEMBER 15, 2025

Ellenville Public Library & Museum

September 15, 2025 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr, Cassie Spoor, Yolanda Osuba, Elizabeth Straub, Moranda Bromberg, attorney Dawn Conklin, Museum Manager/Interim Acting Director Nicole Sorbara

- I. Call to order 6:00 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for August with no modifications (DO/ES/unanimous)
 - i. The minutes are in the Shared Google Drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. Printed for the board this week.
 - b. **MOTION:** to acknowledge receipt of financial reports (CS/YO/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (CS/YO/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (DO/CS/unanimous)
- V. Petitioners
 - a. Joseph Sales, All Valley. More issues found behind the wall that are a little concerning. Won't have full context until the walls are demoed and then will have a better idea. Provided copies of insurance. Discussion of potential demolition noise. Partition framed for a pathway to other bathroom.. Insulate partition for noise and safety. Four days for demolition. Ask DASNY about a certified payroll check and/or prevailing wage for the work under the grant. We are going to need to reach out to DASNY. Major demo done prior to voting day would be ideal (early voting starts the 25th of October). All Valley can store the materials needed in Meeting Room A. Material choices will be selected by Nicole. Include an automatic button for the main bathroom door to open easily for those using wheelchairs alongside all ADA compliant inclusions. We need to pull the building permit - someone on the board will need to be designated with this task.
- VI. Correspondence
 - a. Russell Herrmann - Letter of praise to the library.
- I. Committee Reports
 - A. Building & Grounds
 - a. Energy Efficient Proposal from Central Hudson which we can look into.
 - b. Provide patrons and staff with earplugs which Nicole will order for the demo period of construction.
 - A. Personnel Committee
 - a. Increase Nicole Sorbara's hourly pay by \$5 an hour during the time Joyce Sharpton is on maternity leave. \$3000 maximum additional pay but that can be changed if needed based on how long Joyce is out on leave.
 - b. **MOTION:** Accepted (CS/YO/unanimous)
 - c. Trying to find new candidates for senior clerk positions. 7 candidates said no out of the 9 that applied.
 - d. **MOTION:** Advertise job openings for library on Indeed. (CS/ES/unanimous)
 - B. Planning Committee
 - a. None
- VIII. Old Business
 - a. DASNY Construction grants
 - b. September 14 was the deadline for edits and everything is now completed there.
 - c. Employees to take photos of the before and after for the bathroom project.
- IX. New Business
 - I. Reports

- A. Director/Children's Librarian Report- see attached
- B. Adult/Teen Programmer- see attached
- C. Museum Manager- see attached

2. Dawn provided Nicole with new ADA compliant rules that must be updated on the Library website by April 2026. These rules will be shared with Paraclette Design to integrate into the website rework.

3. There will be a cost increase for Southeastern NY Services coming in 2026. Library would like to stay with them as they've been reliable and done a good job.

MOTION: to adjourn at 6:50 (YO/ES/unanimous).

THE NEXT BOARD MEETING WILL BE MONDAY OCTOBER 20, 2025

Ellenville Public Library & Museum

October 20, 2025 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr, Cassie Spoor, Yolanda Osuba, Elizabeth Straub, Attorney Dawn Conklin, Museum Manager/Interim Acting Director Nicole Sorbara

- I. Call to order 5:58 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for September with no modifications (LS/CS/unanimous)
 - i. The minutes are in the Shared Google Drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. Printed for the board this week.
 - b. **MOTION:** to acknowledge receipt of financial reports (LS/CS/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (CS/YO/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (DO/CS/unanimous)
- V. Petitioners
 - A. Rick Sampson and Chris O'Hara of Jones Heating and Cooling Services attended tonight's board meeting to discuss the revised proposal of the new heating and cooling systems. The revised proposal reflects changes needed after the Electrical Engineering Report And Mitsubishi Manufacturing Representative Walk Thru. The solution will provide enough AC and Heat so that the current boiler and central air conditioner will no longer be needed. The initial quote for services was \$135,226.39 with a rebate of \$17,150.00. The revised quote is \$216,844.00 with a rebate of \$20,400.00. The total library cost after the rebate is \$196,444.00.
 - a. **Motion:** to revise proposal accepted (CS/LS/unanimous)
- VI. Correspondence
 - a. Ellenville Regional Hospital - Letter of thanks for the use of the meeting room..
- VII. Committee Reports
 - A. Building & Grounds
 - a. Landscape Innovators Snow Removal Contract
 - b. **Motion:** Accepted and approved (CS/YO/unanimous)
 - B. Personnel Committee
 - b. Still looking to fill several positions at the library.
 - C. Planning Committee
 - a. Donald Odom Jr. will be stepping down as president after next year.
 - b. D. Odom Jr. and L. Straub have been working on ensuring that the projected library budget (3-5 years out) is in place.
- VIII. Old Business
 - a. . DASNY Construction grants
 - a. Permits need to be completed.
 - b.. Prevailing wages are not applicable due to no federal funds involved.
- VIII. New Business
 - a. . Notifications will be sent out to the public informing them of the upcoming construction and renovations taking place at the library.
 - b. Curbside assistance will be made available.
- IX. Reports
 - A. Director/Children's Librarian Report- see attached
 - B. Adult/Teen Programmer- see attached

- C. Museum Manager- see attached
- D. Motion to accept reports as presented (LS/YO/unanimous)

MOTION: to adjourn at 7:08 (YO/LS/unanimous).

THE NEXT BOARD MEETING WILL BE MONDAY NOVEMBER 17, 2025

Ellenville Public Library & Museum

November 17, 2025 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr, Cassie Spoor, Yolanda Osuba, Moranda Bromberg, attorney Dawn Conklin, Library Director Joyce Sharpton

- I. Call to order 6:00 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept the minutes for October with no modifications (CS/MB/unanimous)
 - i. The minutes are in the Shared Google Drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. Printed for the board this week.
 - b. **MOTION:** to acknowledge receipt of financial reports (CS/YO/unanimous)
 - B. Bills to be paid
 - a. **NONE**
 - C. Budget analysis
 - a. **NONE**
- V. Petitioners
 - a. None
- VI. Correspondence
 - a. Alice Shaver foundation sent a \$1,000 donation to the library.
- I. Committee Reports
 - A. Building & Grounds
 - a. All three construction projects are underway. Partition will be put up this week and take about four hours. After setting that up both entrances will be accessible.
 - b. Demo on the bathrooms will take around four days but they will know more when demo begins.
 - c. Split units going in day by day. System won't be turned on until all the work is complete. Wednesday (at noon), Thursday, and Friday this upcoming week will be curbside service only to expedite the construction process.
 - d. Electrician coming to update the panel while curbside service is going on.
 - A. Personnel Committee
 - a. An interviewee is coming in Wednesday. Second batch of full time clerks has yielded two responses. Open building permit from 2018 has been re-opened and then closed. New permits have been opened for the bathroom and are ongoing.
 - b. Waiting for response from rep on whether maternity leave is subtracted from the role experience for the Library Director position. That will determine when Joyce can be officially titled as official Library Director.
 - c. Nicole Sorbara is commended by the entire board for her professionalism and great work as interim acting director.
 - B. Planning Committee
 - a. RCLS is anticipating allocating 75% of the original project costs to EPL. We are waiting to hear still from DLD and DASNY. There may still be questions/revisions before the award letters are sent out. We will know the award amount by Fall of 2026.
 - b. Open building permit from 2018 has been re-opened and then closed. New permits have been opened for the bathroom and are ongoing.
 - c. Holiday Scheduled Closing List 2026
MOTION: accepted (YO/CS/unanimous)
- VIII. Old Business
 - a. None
- IX. New Business

1. Reports

- A. Director/Children's Librarian Report- see attached
- B. Adult/Teen Programmer- see attached
- C. Museum Manager- see attached

2. RCLS Budget Ballot 2026 Vote

MOTION: approved (YO/CS/unanimous)

3. Deaccession old computer towers; items 07-6, 09-1, and 12-25

MOTION: approved (CS/YO/unanimous)

MOTION: to adjourn at 6:38 (CS/YO/unanimous).

THE NEXT BOARD MEETING WILL BE MONDAY DECEMBER 15, 2025

Ellenville Public Library & Museum

December 15, 2025 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr, Cassie Spoor, Yolanda Osuba, acting director Joyce Sharpton, absent with just cause Moranda Bromberg, Elizabeth Straub, and attorney Dawn Conklin

- I. Call to order 6:04 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - A. **MOTION:** accept the minutes for November (CS/YO/unanimous)
 - a. The minutes are in the shared google drive
- IV. Financial Reports
 - A. Treasurer's report
 - a. Received and under review
 - b. **MOTION:** to acknowledge receipt of financial reports (CS/YO/unanimous)
 - B. Bills to be paid
 - a. **MOTION:** accepted (CS/YO/unanimous)
 - C. Budget analysis
 - a. None at this time
- V. Petitioners
 - A. None
- VI. Correspondence
 - A. None
- VII. Committee Reports
 - A. Building & Grounds
 - a. None at this time
 - B. Personnel Committee
 - a. None at this time
 - C. Planning Committee
 - a. In abeyance
- VIII. Old Business
 - A. Update on construction progress with the various projects connected with the DASNY Construction Grant; sign installation is complete, HVAC replacement is almost complete with one mini-split unit left to install, and the remodel of the public bathrooms is within a few weeks of being completed.
- IX. New Business
 - A. **MOTION:** to update the Inclement Weather Policy to say "The Director or his/her designee, in consultation with the Board, will have the authority to delay opening or close the Library, taking into account the inclement weather closing decision of the Ellenville Central School District." (CS/YO/unanimous)

- B. Reports were emailed to the Board and will be attached
 - a. Director/Children’s Librarian Report – see attached
 - b. Adult/Teen Programmer Report – see attached
 - c. Museum Manager Report – see attached

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

MOTION: to adjourn at 6:37 pm (CS/YO/unanimous)

THE NEXT BOARD MEETING WILL BE TUESDAY, JANUARY 20, 2026