

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](https://www.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](https://www.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](https://www.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