

# Ellenville Public Library & Museum

*August 19, 2019 Board Meeting Minutes*

**Members Present:** Trustees Donald Odom Jr., Kate Walsh-Eckert, Pam Buchwalter, Attorney Dawn Conklin, Director Kristin Fowler; **Members Absent:** Trustees Erin Levine, Michelle Mainolfi, absent with just cause

1. **Call to order** 6:03 pm (DO)
2. **Minutes**
  - a. **MOTION:** accept July's meeting minutes (KE/PB/unanimous)
3. **Financial Reports**
  - a. Treasurer's report
    - i. **MOTION:** accepted (KE/PB/unanimous)
  - b. Bills to be paid
    - i. **MOTION:** accepted (KE//PB unanimous)
  - c. Budget analysis
    - i. **MOTION:** accepted (KE/PB unanimous)
4. **Petitioners**
  - a. None
5. **Correspondence**
  - a. None
6. **Committee Reports**
  - a. Building & Grounds
    - i. Tree Work
      1. Proposal from Jim Hyatt reviewed. We need to get additional estimates. Recommendations to approach Ulster Tree, Gray Squirrel, Santi, Asplund, etc.
    - ii. Heating Oil
      1. Recommendations for oil vendors include Goldsmith, County Petroleum, Heritage, Anderman, etc.
    - iii. Dawn will work on letter for vendors regarding RFPs.
7. **Personnel Committee**
  - a. Executive session to discuss matters of personnel 7:00 PM (KE/PB/unanimous)
  - b. Executive session adjourned 7:40 PM (KE/PB/unanimous)
  - c. Staffing
    - i. Adult and Teen Programmer
      1. Emelia "Emma" Estep attended the meeting at the invitation of the board to interview for the position.
      2. KF to provide credentials with an application to civil service to review.
  - d. Negotiations
    - i. KF to ask NS to provide dates for the next round of negotiations for mid-October.
      1. Don unavailable 3rd Tuesday each month.

**8. Museum Committee**

- a. Historic Structures Report
  - i. MAB members Debbie Stack (DS), Nadia Maczaj (NM) and Bucky Green (BG) attended the board meeting at the invitation of the board to discuss next steps regarding the Historic Structures Report.
  - ii. PB recommends we RFP and we get (3) bids for the work on the historical structures report. KF to discuss with NS to locate boilerplate templates for RFP. This RFP will be done in accordance with the new purchasing manual (in process). DS / NM to look in their notes for info on firms to approach.
- b. Joint BOT/MAB meeting set for September 12th at 6:00 PM.
- c. BG expressed concern about the current exhibit covering two glass cases. Noted.
- d. **MOTION:** Approved to accept items donated and recommended for Terwilliger House by MAB (KE/PB/unanimous).

**9. Planning Committee**

- a. Meeting set for September 16th at 6:00 PM. Kristy is invited to attend. MAB is invited to send a representative.

**10. Old Business**

- a. Oath of Office for KE completed.
  - i. Dawn will stop in at EPL&M to notarize.
- b. **MOTION:** Approved to affirm new officer appointments and committee assignments for FY2019-2020 approved (KE/PB/unanimous)

**11. New Business**

- a. Book sale will be on Saturday, August 31st. Please bring items to the library to donate.
- b. **MOTION:** Approved for Catherine and Rosanne to represent EPL&M at the ERH luncheon. (KE/PB/unanimous)
- c. Don to circulate purchasing manual on eplm.info shared drive.

**12. Reports were emailed to the board and will be attached. MOTION:**

- a. Director's Report
  - i. **MOTION:** accepted (KE/PB/unanimous)
- b. Children's Librarian's report
  - i. **MOTION:** accepted (KE/PB/unanimous)
- c. Museum Clerk
  - i. **MOTION:** accepted (KE/PB/unanimous)

- 13. **Meeting adjourned** at 8:40 p.m. (PB/EL/unanimous)

**THE NEXT BOARD MEETING WILL BE MONDAY, September 16th 2019.**