

Ellenville Public Library & Museum

July 17, 2017 Board Meeting Minutes

Members Present: Trustees Michelle Mainolfi, Erin Levine, Nadia Maczaj, Donald Odom II, Kate Walsh-Eckert, Board attorney Abigail Osgood, director Pam Stocking, and outreach librarian Asha Golliher.

The meeting was called to order at 6:00 pm (NM).

Tanya DeWitt was present to speak about Civil Service and the requirements for the new museum management position. Tanya came with copies of our new museum job position and our job control report. We have the option of having certain positions listed and vacant in case we need to later fill them. She also had copies of Ulster County Rules and Regulations. She spoke about the purpose for and the history of Civil Service. It is a merit & fitness program. In New York state these positions are filled by an examination. It takes approximately ten days for Civil Service to canvas a position to be filled. Civil Service will provide 3 if a person declines a position, another person can be pulled from the pool of candidates. A 'provisional' can be hired if there is no civil service list title. This person would have to score in the top 3 of the candidates who want the position. Preference can go to a person who lives in-district. Our new position is a competitive position. Appendix A is the competitive class. The exempt class has no job description and they 'serve at the pleasure of' with no job security. Appendix B is the non-competitive class. The only requirements are to fill out the application and meet the minimum qualifications. Civil Service keeps records on leaves, name changes, salary changes, etc.

Oath of Office was taken and signed by Don Odom Jr.

Appointment of Officers & Committees-

MOTION: to appoint Donald Odom Jr. as President, Nadia Maczaj as First Vice President, Cathleen Walsh-Eckert as Second Vice President, Michelle Mainolfi as Auditor of Bills, and Erin Levine as Secretary. The budget committee will now be chaired by Don Odom, replacing Bertha Donohue . Doug Hart will be added as Museum Advisory Board, replacing Marion Dumond. Bank of America is no longer our general funds bank. Sterling took over for General Funds. Bank of America is also no longer a bank used for Investment and Savings (EL/KW-E/unanimous).

OFFICERS OF THE ELLENVILLE PUBLIC LIBRARY AND MUSEUM JULY 2017 – JUNE 2018

PRESIDENT
FIRST VICE PRESIDENT
SECOND VICE PRESIDENT
AUDITOR OF BILLS
SECRETARY

DON ODOM
NADIA MACZAJ
CATHLEEN WALSH-ECKER
MICHELLE MAINOLFI
ERIN LEVINE

COMMITTEE APPOINTMENTS

PERSONNEL COMMITTEE DON ODOM (CHAIR)
MICHELLE MAINOLFI

BUDGET COMMITTEE DON ODOM (CHAIR)
MICHELLE MAINOLFI
PAM STOCKING

BUILDING & GROUNDS COMM. CATHLEEN WALSH-ECKERT (CHAIR)
ERIN LEVINE

MUSEUM COMMITTEE NADIA MACZAJ (CHAIR)

PLANNING COMMITTEE NADIA MACZAJ (CHAIR)

CLERK PAM STOCKING

ATTORNEY ABIGAIL OSGOOD

ACCOUNTANT GUY GOLDSMITH

TREASURER CAROL LOUNSBERY

MUSEUM ADVISORY BOARD DEBBIE STACK
KIM DRAGANCHUK
BUCKY GREEN
DOUG HART

BANKS

GENERAL FUNDS STERLING NATIONAL
PAYROLL STERLING NATIONAL
INVESTMENT & SAVINGS M&T
JEFF BANK
STERLING NATIONAL

NEWSPAPER SHAWANGUNK JOURNAL
ALTERNATE OFFICIAL TIMES HERALD RECORD
NEWSPAPER

MOTION: to accept the handbook as revised (NM/MM/unanimous).

MOTION: to accept the revised June minutes (NM/EL unanimous).

Financial Reports

The treasurer's report was accepted (EL/NM/unanimous).

Bills paid after the last board meeting were reviewed and accepted (MM/NM/unanimous).

July bills to be paid were accepted (NM/KW-E/unanimous).

Petitioners: None

Correspondence: thank you letters were received from Bertha and Mrs Dumond for their retirement party/gifts.

The board would like to express deepest sympathy for Mr. Tedesco's passing. The members of the library would like to close the library for a few hours to attend Mr. Tedesco's funeral. Due to conflicts with library programming, we are unable to close the library at 11. We do, however, want anybody who wishes to attend the funeral to support Roseanne with the library operating at minimal staffing. We are sorry that we were not able to accommodate this request as presented, but hope this will be a workable solution to staff closest to Roseanne.

Committee Reports:

Building and Grounds-

The B&G committee would like to meet with Jim Hyatt.

The board discussed changing the exhibits.

The bill to pre-pay oil was received from Goldsmith with the cent discount.

MOTION: to pre-pay \$2.19/gallon on fuel oil plus a \$700 fee to Goldsmith (EL/MM/unanimous)

Personnel Committee-

Executive Session: entered at 8:50 to discuss matters of personnel, exiting at 9:15.

Museum Committee-

Asha met with the board regarding the Preserve NY Grant. Unfortunately we were not able to obtain the grant, but this experience did provide us knowledge and insight for the future of the museum. Jack Alvarez (Landmark Consulting) had previously given us a proposal for our Preserve New York Grant. We

are now able to look back at his report to plan for our future beginning with a building condition report. At the very least, we need to move forward on repairing our porch.

We may be eligible to have solar panels, this is something worth looking into. We are also eligible to have a free energy assessment report which will help us with our building condition report.

Doug Hart sent a letter of interest and resume to be considered for the museum board.

The Museum Advisory Board is meeting on the 25th of July.

Old Business

The Stedener plaque (Paul Haskell) will be tabled until the next meeting.

New Business

Pam does not want to attend NYLA this year. Susan and Asha would like to attend traveling on Wednesday morning.

MOTION: the board will approve Susan and Asha's attendance at NYLA conference for 3 nights, leaving on Wednesday morning and returning Friday, paying for one hotel room (EL/KW-E/unanimous).

Director's Report: was e-mailed to the board.

Asha's report- was e-mailed to the board.

Susan's report- was e-mailed to the board. The board would like to thank her for work on the mini-grant.

Meeting adjourned at 9:25 (EL/KW-E/unanimous)

Our next meeting will be August 21st at 6pm.