

Ellenville Public Library & Museum

July 18, 2022 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Michelle Mainolfi, Erin Levine, Pam Buckwalter, director Susan Mangan, attorney Dawn Conklin, absent with just cause trustee Kate Walsh-Eckert

- I. Call to order 6:12 pm (DO)
- II. Pledge of Allegiance
- III. Oath of Office- Don Odom
- IV. Minutes
 - a. **MOTION:** to accept the committee list as presented (MM/PB/unanimous)
 - b. **MOTION:** accept the minutes for May (MM/PB/unanimous)
 - i. The minutes are in the shared google drive
- V. Financial Reports
 - A. Treasurer's report
 - a. **MOTION:** accepted (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. None
- VI. Correspondence
 - a. None
- VII. Committee Reports
 - A. Building & Grounds
 - a. Contract will be approved pending changes to include pricing in the roofing contract.
 - b. HVAC Needs Assessment was received from MHE Engineering.
 - i. **MOTION:** The next step is to prioritize tasks into phases (MM/EL/unanimous)
 - B. Personnel Committee
 - a. We continue to be short staffed, but continue to work with RCLS.
 - C. Museum Committee
 - a. The Tea at Terwilliger was a great success.
 - D. Planning Committee
 - a. **MOTION:** to approve the long range plan (2022-2027 Plan of Service) as presented (MM/PB/unanimous)
- VIII. Old Business
 - a. RCLS is dividing the ILS/IT system. They are going to be essentially our "Geek Squad" and assist with technology issues.
 - i. **MOTION:** to accept RCLS proposals as presented (PB/MM/unanimous)
- IX. New Business
 - a. **MOTION:** to purchase a new laptop for staff use (MM/EL/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
 - c. Collection Management Policy
 - d. Blueberry Festival

Motion to adjourn 7:31 (EL/MM/unanimous)

THE NEXT BOARD MEETING WILL BE TUESDAY, AUGUST 15, 2022