

# Ellenville Public Library & Museum

*October 16, 2017 Board Meeting Minutes*

Members Present: Trustees Michelle Mainolfi, Erin Levine, Nadia Maczaj, Donald Odom II, Kate Walsh-Eckert, Abigail Osgood, director Pam Stocking.

The meeting was called to order at 6:11 pm (DO).

**MOTION:** to accept the revised September minutes (KW-E/MM unanimous).

## Financial Reports

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

Bills paid after the last board meeting were reviewed and accepted (EL/KW-E/unanimous).

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

Budget analysis- was reviewed with Kristy

**Petitioners:** None

**Correspondence:** The Hospital Auxiliary (Lillian Greene) sent a thank you note for a donation for a raffle.

**Committee Reports:**

## Building and Grounds-

We are waiting to hear whether fire doors are needed for the gallery link, before considering replacement of existing ones.

**MOTION:** to accept the proposal from NPS to re-do the library parking lot for a total of \$4,000 (EL/MM/unanimous)

## Personnel Committee-

Julie Bockelman resigned from her position at the library to take a position elsewhere.

**MOTION:** To hire Debra Wilson as a part-time clerk at a rate of \$12.75/hr. effective October 17, 2017. (EL/KW-E/unanimous).

Executive session called by Donald Odom at 6:33.

Exited at 6:55.

The Board reminded Pam to review the new Community Relations Specialist job description to be sure that it includes all pertinent responsibilities, such as grant writing, while removing museum-related task that now will fall under the Museum Manager job.

### Museum Committee-

**MOTION:** to approve digital archivist funding for Sandy Marsh \$15/hour for 10hours/week totaling \$7,800 per year (EL/KW-E/unanimous).

**MOTION:** To approve Emily Smith for the position of museum manager at a yearly salary of \$17,500 (EL/MM/unanimous).

### Old Business

The Stedener plaque (Paul Haskell) will be placed in the Children's Room at the Director's discretion.

Full audit- Guy Goldsmith resigned as auditor. The board is thankful for his 50 years of service. The board is accepting of Kristy's recommendations for a replacement.

**MOTION:** to accept the hiring of Nugent and Haeussler at the rate of \$1,000 a year for auditor (EL/NM/unanimous).

### New Business

**MOTION:** To accept the calendar as e-mailed by Pam (KW-E/NM/unanimous).

The website needs to be updated to include the sale of the Ellenville book as well as to reflect the time change of the board meetings.

RCLS ANSER agreement was signed.

Nametags- to be discussed during negotiations.

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

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

Executive Session entered at 7:18 (DO)

Exit executive session at 7:56.

**MOTION:** to amend the personnel handbook as recommended by the personnel committee and board attorney upon recommendation of the personnel committee following the meeting with the staff and CSEA held on October 5, 2017 (MM/NM/unanimous).

The personnel committee has agreed to meet with 2 employees for approximately an hour, to address questions/issues provided to the personnel committee no less than five days in advance of the meeting.

## Announcements

Sunday in Kingston is the Women's Suffrage Rally at 1:00.

Meeting adjourned at 7:58 (NM/EL/unanimous)

Our next meeting will be November 20th at 6pm.