

Ellenville Public Library & Museum

September 18, 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 6:00 pm (NM).

MOTION: to accept the revised August minutes (MM/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).

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

Budget analysis- the members went through the budget analysis to see where we are and where we need to be. Pam will prepare a breakdown of museum expenses for the MAB meeting in November to see where exactly the money is being spent and to budget for 2019.

Petitioners: None

Correspondence: Maude Bruce (NAACP) sent a letter thanking the library for the school supply collections. With our help they were able to provide 200 book bags with supplies in them.

We need to reply to RCLS by November to approve or decline the proposed budget for next year.

Committee Reports:

Building and Grounds-

The B&G committee met with Jim Hyatt to discuss his work. We need to come up with a contract with specific items for him to complete. The B&G committee will meet with Bucky to set up a list. We need to replace the caps for the irrigation system. The Board asked that Pam review Jim's invoices as he includes notes on issues needing attention, such as irrigation electrical problems.

A proposal was sent from Castro & Brothers for snow removal. This was reviewed and tabled.

The library will look into security cameras for next year. For now, we will look into street lights provided by the village. Pam will check with Noreen to put this on the agenda for the village Monday.

Pest control- the library had a bat in the building and received a proposal for a one-way door for bats and other wildlife. Due to the fact that there does not appear to be a bat problem and the proposal was over \$3,000 we will table the issue for now.

16 on Center sent estimates for gallery doors and replacing ceiling tiles. Ceiling tiles were ruined in a water leak. We need to find out if we can get fireproof doors for the museum. Brian Shrug would be able to provide insight on this matter.

MOTION: to accept 16 on Center's proposal of \$1,031.30 to replace and repair ceiling tiles in the staff bathroom (EL/MM/unanimous).

Solar Liberty provided an estimate for solar panels. Don is going to scan and e-mail us the proposal to look through at our leisure.

The Terwilliger House porch should be started in the spring. Jim Hyatt can be approached to remove landscaping around the building.

Ladder Safety checklist- completed

Personnel Committee-

Management staffing- Pam requests we revisit the management procedure of having a manager on site at all times. It is not workable for Pam to always have a manager on site. We would like to have a manager on staff at all times, but we understand that there are circumstances with us being short staffed that may prevent this from happening at a while.

A community relations specialist does not need an MLS, an outreach librarian does.

MOTION: The board would like to hire a new community relations specialist (EL/MM/unanimous).

Digital Archivist funding runs out in October. We need to canvas the area for a digital archivist if Sandy does not retain the position. Pam would like to have Sandy stay on until the end of the year at the very minimum.

Museum Manager position search is ongoing.

Pam would like to know if \$300 is still the max for ALA/NYLA memberships. This should be brought up before the budget. Any member who is over can submit a reimbursement if the dues went up.

Pages- Abby will review the definition of pages in the new personnel manual to clarify staff questions.

Museum Committee-

There was a joint meeting this past Thursday. There were several changes that need to be made on the museum advisory policy.

Town of Rochester Heritage Day- Susan is attending. Pam should schedule a staff person to attend with Susan.

Old Business

Kate Walsh-Eckert left at 7:28 for a family matter.

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

Full audit- Don has three proposals and due to the fact we have a lot on our plate, we should wait until we can give it our full attention.

New Business

MOTION: board reaffirmed the "Code Adam" and non-discrimination-patrons policies, and amended the Museum Advisory Board policy. (NM/EL/unanimous).

MOTION: To amend the non-discriminatory hiring policy- should match the personnel manual for consistency (MM/NM/unanimous).

MOTION: to amend the non-competitive bidding policy to reflect state regulations. (EL/MM/unanimous)

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

Asha's report- was e-mailed to the board. The board would like to thank Asha for her many years of service at the library and wish her luck in the future.

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

Announcements

RCLS is having a meeting with trustees on October 4th at 5:30.

Meeting adjourned at 7:54 (NM/EL/unanimous)

Our next meeting will be October 16th at 6pm.