

Ellenville Public Library & Museum

August 27, 2018 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Michelle Mainolfi, Erin Levine, Kate Walsh-Eckert, Pam Buchwalter, director Pam Stocking, attorney Abigail Osgood and special guest Lucas Stecyk.

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

First order of business was to present Lucas with his first unofficial library card.

MOTION: to accept the revised July minutes with attached list of new trustee positions (EL/MM/unanimous).

Financial Reports

The treasurer's report with updated format was accepted (EL/MM/unanimous).

Standardized Purchasing procedures need to be developed. Purchasing agent discussed.

There is question about non-contract personnel- for legal/liability concerns.

It has been years since a financial audit of the library has been done. All financial policies and procedures will continue to be reviewed to ensure compliance with accountability and transparency requirements. Audit to be discussed with Budget committee.

A letter was approved to inform contractors of the terms and schedule of payment for work done on behalf of the library.

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

MOTION: to accept budget analysis with question for Kristy about the difference in numbers (EL/MM/unanimous).

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

Petitioners: None

Correspondence: Two individuals (Mary J. Decker and E. D'Angelo) sent thank you notes for the Healthy Living programs. Emily received a letter from Nina Postupack for the appreciation for Guest Hosting at the Persen House.

Committee Reports:

Building and Grounds-

Erin and Kate are going to be doing a walk-through with Jim Hyatt to discuss the fall clean up.

The board recognizes the need for multiple quotations for purchases.

MOTION: to accept Goldsmith's proposal for Plan #1 to prepay oil for this winter (PB/MM/unanimous).

Personnel Committee-

The hiring process is ongoing.

Kristy's contract expires prior to the next board meeting. The Personnel and Budget Committees will be reviewing the next steps.

Museum Committee-

Don attended the MAB meeting last month. Debbie Stack, Nadia Maczaj and Kim Draganchuk were elected President, Vice-President and Secretary, respectively. It was Emily's last meeting and she was upset to leave. The MAB is hopeful that a friends group for the library and museum will form. Members of the community who love the library and museum hopefully will step up and create such a group. The clerk of the works position was urged by members of MAB.

The EPL&M Board of Trustees requests that MAB minutes be emailed to the board. A joint MAB-BOT meeting is scheduled for September 13th at 6:45 p.m.

MOTION: to accept the list of accessions for this month (EL/MM/unanimous)

Old Business-

New Business-

MOTION: to accept the updated computer policy (PB/KW-E/unanimous).

Pam S. and Kristin will be attending the RCLS Legislative Breakfast & Annual Meeting.

Pam S. and Roseanne will be attending the hospital auxiliary luncheon on the 17th.

MOTION: to accept Kristin's request to join and attend NYLA with paid mileage and 1 hotel room (EL/PB/unanimous).

Sexual harassment training is now required.

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

Children's Librarian report: was e-mailed to the board.

Community Relations Specialist's Report : was emailed to the board.

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

Announcements:

Meeting adjourned at 7:32 (KW-E/PB/unanimous)

Our next meeting will be September 17th at 6pm.