

Ellenville Public Library & Museum

January 24, 2018 Board Meeting Minutes

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

The meeting was called to order at 6:01 pm (DO).

MOTION: to accept the revised December minutes (EL/MM/unanimous).

Financial Reports

MOTION: to buy a surge protector for 39.88 (EL/KW-E/unanimous)

MOTION: \$1,330.30 for Stedner for the winter newsletter (MM/KW-E)

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

Resolution: the board grants the authority to the treasurer to pay re-occurring bills (including, but not limited to utility bills: water, electric, internet) that are due and payable prior to the board meeting without specific board approve effective 1/1/18-12/31/18 (EL/KW-E/unanimous).

MOTION: Bills paid after the last board meeting were reviewed and accepted via e-mail 1/16 (MM/KW-E/unanimous).

Budget analysis- we came in a little below budget, but we have a high fund balance and need to discuss where we can update the library.

MOTION: to accept budget analysis (KW-E/MM/unanimous).

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

Petitioners: None

Correspondence: A donation of books from Jeffrey L. Schneider's estate will be forthcoming following probate.

Committee Reports:

Building and Grounds-

We will be meeting with Jim Hyatt and Bucky Green to discuss what we need done.

Personnel Committee -

MOTION: To accept Nicole Sorbara's request (as per the contract) for the insurance buyout (EL/KW-E/unanimous)

The board is discussing the terms and conditions of Pam's retirement.

Museum Committee-

Old Business-

Abby will be in contact with Howard.

Nadia would like to reach out to Michael Smith at the Chamber of Commerce to introduce Emily at a future meeting.

New Business-

The budget committee will be setting up meeting.

The board set the date for budget vote and trustee election for April 17th.

The mileage rate was adjusted for 2018 to \$.545.

POLICIES

MOTION: The board reaffirms the following policies:

Online Service Disclosure

Petitions Policy

Petty Cash Policy

Photograph & Recording Release form

Privacy & Confidentiality Policy

Program Attendance Policy

Retention and Disposal

Retention and Disposal of Internet Sign Up Sheets Policy of Records Policy

and amended the following policy

Wireless Network Policy (as amended by Susan)

(EL/MM/unanimous)

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

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

Announcements

Meeting adjourned at 6:49 (EL/MM/unanimous)

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

DRAFT