

Ellenville Public Library & Museum

November 16, 2020 Board Meeting Minutes

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

I. Call to order 6:00 pm (DO)

Pledge of Allegiance

II. Minutes

- a. **MOTION:** accept the minutes for October (KW-E/PM/unanimous)
 - i. The minutes are in the shared google drive

III. Financial Reports

- A. Treasurer's report
 - a. **MOTION:** accepted (PB/KW-E/unanimous)
- B. Bills to be paid
 - a. **MOTION:** accepted (PB/KW-E/unanimous)
- C. Budget analysis
 - a. **MOTION:** accepted (PB/KW-E/unanimous)

IV. Petitioners

- a. none

V. Correspondence

- a. None

VI. Committee Reports

- A. Building & Grounds
 - a. the mold remediation report came in, we need to accept bids for the mold remediation job
 - i. **MOTION:** to accept the mold remediation report as presented (EL/KW-E/unanimous)
 - ii. The board will reach out to Andy Walter to see if he is willing to help with the mold remediation
- B. Personnel Committee
 - a. **MOTION:** acting director Susan Mangan is authorized to offer employee A a temporary full-time position to a current part-time employee to begin in January to last for 3 months with one possible 3-month extension (EL/MM/unanimous).
 - b. **MOTION:** to authorize a refund of premiums paid in the amount of \$4,365.72 for retroactive cancellation of health insurance (PB/MM/unanimous)
- C. Museum Committee
 - a. No report
- D. Planning Committee
 - a. Future meeting to be determined

VIII. Old Business

- a. **MOTION:** RESOLVED by the board of trustees of Ellenville Public Library and Museum that retention and disposition of scheduled public records for NY government records (LGS-1) issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records is hereby adopted for use by all officers in legally dispossessing of valueless records listed therein. Further resolved, that accordance with 57-A: (a) only those records will be disposed of that are described in retention and disposition schedule for NY local government records LGS-1 after they have met the minimum retention periods described therein; (b.) only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods. (MM/KW-E/unanimous)

IX. New Business

- a. KUDOS TO THE STAFF for handling early voting as wonderfully as they did
- b. The museum applied for a grant that they will receive for online displays.
- c. **MOTION:** to purchase 10 chrome books at a limit at \$3,000 total (EL/KW-E/unanimous)
- d. Conflict of interest forms need to be filled out by board of trustees and returned to the library
- e. Holiday closings for 2021
- i. **MOTION:** to approve the list of holiday closings (EL/KW-E/unanimous)
- f. Reports were emailed to the board and will be attached
- A. Director/Children's Librarian Report- see attached
- a. The LLSA check came
- B. Adult/Teen Programmer- see attached
- C. Museum Manager- see attached

- X. **MOTION:** to adjourn 6:55 (EL/MM/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY, DECEMBER 21, 2020.