

**Cornwall Public Library
Board of Trustees**

December 9, 2014

7:00 to 9:00 PM

Minutes

Meeting called to order by Christine McDonald at 7:01 PM

- I. Roll: Suzanne Vizethann, Janine Bixler, Christine McDonald, Carol Stein, Roberta Sherman, Karen LaRocca-Fels, Library Director, Karen Staples, Treasurer, Library staff member Ellen Winchell (minutes).
Excused: Elisabeth Hellwege, Susanne Vondrak.
- II. A motion to approve the minutes of November 11, 2014 made by Janine Bixler, seconded by Roberta Sherman. A motion to approve the minutes of November 25, 2014 as amended made by Roberta Sherman, seconded by Carol Stein and unanimously approved.
- III. Financial Review: Following discussion, a motion to approve Warrant #5, in the amount of \$131,727.78 was made by Suzanne Vizethann, seconded by Roberta Sherman. A motion to approve the Profit and Loss report vs actual for July 2014 to October 2014 made by Janine Bixler, seconded by Roberta Sherman and unanimously approved.
- IV. Public Remarks: none
- V. Communications: A thank you note was received from Gina Dianis of the Cornwall Middle School Art Department. The note thanked the Cornwall Public Library for providing the display space for the Cornwall Lions Club Peace Poster art contest. A thank you note was received from Mrs. Stigell with the Cornwall-on-Hudson Elementary school thanking Liz Fisher and Rebecca Barth for the library tour. Meeting Room Use: An Application for Use of Community Room was received from Cornwall Sea Dragons, Inc., a non-profit organization. The Cornwall Sea Dragons would like to hold their board meetings on January 7, 2015, March 11, 2015 and April 15, 2015 from 5 pm to 6:30pm. The anticipated attendance for this event is approximately 20 persons. Donations: \$25.00 was received from Robert and Faye Benthe in memory of Marjorie Hale. The donation asked that the library purchase a book in Marjorie's

memory. \$443.00 was received from RCLS. This amount represents the 10% balance owing of the state's appropriated amount due to member libraries for the 2014-2015 Local Library Service Aid (LLS). LLSA is calculated by taking the 2010 Census Population figures and multiplying them by \$.31 per capita.

VI. Director's Report: see written report. Karen LaRocca-Fels participated online in a webinar given by Jerry Nichols, report to follow. A big thank you from Karen to the Trustees, Foundation, Friends and Staff for all the support and help during the referendum. Pam Hawks continues to fill a roll of an employee out on leave and has also begun her role as a technology librarian. Several employees are participating in staff development programs. The Sound mitigation process will start sometime in January. We may not need to close the library for as many hours as we were anticipating and we do not have to close the community room. The library would like to offer more craft programs, as they seem to be very popular. There was discussion of charging a supply fee for certain programs, (i.e. our craft programs) where our costs are greatest. The Board agreed that this was prudent and that we should cap this fee at \$15.00. Karen LaRocca-Fels made mention that other member libraries have done this as well. Twenty boxes of food were donated by patrons via our Food for Fines program with the proceeds benefitting the Veterans Food Pantry.

VII. Staff Report: see minutes. Staff shared patron viewpoints as to why they felt the bond referendum vote failed. Comments were: people were maxed out on taxes, people loved the library and were sure the vote would pass, people only wanted to spend money on repairs, people assumed it would pass so they did not get out and vote, people were confused, thinking that 3,000 square feet for \$3.6 million was the only calculation (disregarding the renovation and repairs), not everyone was aware that the bond was paid off, some people were sad that the vote did not pass, others were not.

VIII. Committee Reports

a. Community Survey Committee: Jane Harkinson, Christine McDonald, Janine Bixler, Carol Stein, and Karen LaRocca-Fels met to discuss a community forum whereas information from the public will be welcomed, and ideas may be shared. The survey committee asked if any trustees had any ideas for good survey questions. The goal is to get a survey out to the public the first week in January, then compile the information from the community forum with the results of the survey, and go from there.

Karen LaRocca-Fels will reach out to Tom Weddell, of Vanacore DeBenedictus DiGovanni and Weddell, who has helped in the past with our long range strategic goals. Karen will ask Tom if he will help again by facilitating the public forum(s) and perhaps looking over our survey. Our previous survey was more open ended this one will be more building project specific.

IX. Unfinished Business:

- a. Whistleblower Policy: A draft of the Whistle Blower Policy was distributed and modified in paragraphs one, two, three and four. Karen LaRocca-Fels will revise this draft for resubmission.
- b. Sound Mitigation Project status: see Director's written report.
- c. The attending board members signed the Conflict of Interest Policy which will, going forward, will be signed by all board members at our annual meeting. Karen will revise the form for clarity.

X. New Business: a: Budget Committee-The Budget committee will meet on January 20th and January 27, 2015. Motion to hold the annual budget vote and trustee election on April 21, 2015, by Roberta Sherman, seconded by Suzanne Vizethann, approved unanimously. The personnel committee has recommended Stephen Hoefer, who is the Fiscal Officer at Ramapo Catskill Library Systems, to act as hearing officer in the upcoming disciplinary hearing. Mr. Hoefer agreed to be a hearing officer for personnel. A motion to appoint Stephen Hoefer as a disciplinary hearing officer was made by Roberta Sherman, seconded by Carol Stein. Stephen Hoefer is providing this service at no charge.

XI. Executive Session: None

A motion to adjourn at 8:21PM was made by Roberta Sherman, seconded by Suzanne Viezethann.

Next Regular Board meeting date: January 13, 2015, 7:00 PM.