

**Cornwall Public Library  
Board of Trustees**

**May 12, 2015**

**7:00 to 9:00 PM**

**Minutes**

Meeting called to order by Susanne Vondrak at 7:01PM.

- I. Roll: Elisabeth Hellwege, Christine McDonald, Roberta Sherman, Karen LaRocca-Fels, Library Director, Susanne Vondrak, Carol Stein, Library staff member Ellen Winchell (minutes), Karen Staples, Treasurer, Janine Bixler.
- II. Approval of the minutes: A motion to approve the minutes of April 14, 2015 made by Roberta Sherman, seconded by Elisabeth Hellwege and unanimously approved.
- III. Financial Review: Following discussion, a motion to approve Warrant #10 in the amount of \$92,721.89 was made by Christine McDonald, seconded by Elisabeth Hellwege and unanimously approved. A motion to approve the Profit and Loss Budget vs Actual for July 2014 to March 2015 was made by Janine Bixler, seconded by Roberta Sherman and unanimously approved.
- IV. Public Remarks: none.
- V. Communications: We received a thank you note from the staff for the staff appreciation breakfast. Meeting Room Use Requests: none.  
Donations and Grants: none.
- VI. Director's Report: see written report. Thank you to the Board of Trustees, staff, Friends and Foundation for all the help with the Operating Budget vote. I attended a workshop on preparing for a Comptroller's audit and another on how to encourage library staff to embrace change, especially in the realm of technology. Pam Hawks is making arrangements for the library's presence at RiverFest. We are partnering again with the Hudson Highlands Nature Museum for their spring Story Walk, which will be focusing on the book *Toad by the Road*, by Joanne Ryder. Charlotte Dunaief and Dean Satterly continue to work on digitizing and transcribing the old oral histories that were recorded in the '80s. It's

slow-going, but we hope to be able to have these available on the Hudson River Valley Heritage website sometime in the near future. Thanks to the herculean efforts of Liz Fisher and with the dedicated help of her staff and colleagues, the Timothy Mumford Memorial Poetry Competition was a huge success. We had a greater number of poems submitted than in recent memory and the attendance to the ceremony was far and above what it has been in previous years. Warren and Mary Mumford were in attendance and were very appreciative. The Youth Services Department has been busily planning for the summer reading program over the last few months and is ramping up now that summer is fast approaching. This year's theme is "heroes" and will be, I know, another excellent summer program.

VII. Staff Report: see minutes.

VIII. Committee Reports

- a. Foundation and Friends: The Foundation will pair up with the Friends for the Ice Cream Social. The Foundation did an outreach in December and will be doing another one in June. There was some discussion about the Community Cares Foundation and perhaps having them consider the Foundation as a co-sponsor of the fundraising efforts. No meeting date was set for Friends.
- b. Building Committee: No meeting date has been scheduled.
- c. Nominating Committee: Christine McDonald will chair this committee. A slate of officers, committee members, and committee chairs will be presented for nomination at the June meeting. These include Board President, Vice-President, and Secretary. Committees include Personnel, Building, Finance/Budget and Garden committees.
- d. Personnel Committee: Roberta Sherman, Susanne Vondrak, and Elisabeth Hellwege will meet one hour before the next meeting date of June 16, 2015

IX. Unfinished Business:

- a. Budget Vote/Trustee Election: Resolution: To rescind the vote of March 12, 2015, to override the tax levy limit for fiscal year 2015/2016. A motion was made by Carol Stein and seconded by Roberta Sherman, approved unanimously. The Trustees feel that we still have the support of the Public as evidenced by the passing of the Annual Operating Budget.

- b. Invoice from school district: Cornwall Central School district has not responded to our letter regarding the unpaid invoice.
- c. Parking lot striping and handicapped signage—proposals: Three proposals were received James Young Paving \$3,750.00, Van Etten Paving \$3,000.00, Ron Degroat Paving Inc. \$1,950.00. This includes restriping the parking lot, filling in a giant pothole and some smaller potholes. A motion to approve the hiring of Ron Degroat Paving Inc. with the addition of installing in the asphalt four handicapped signs up to the amount of \$3,000.00 made by Elisabeth Hellwege, seconded by Carol Stein.
- d. Draft Donation Policy: The Draft Donation Policy was revised and will be sent to the Friends and Foundation for review. The Cornwall Public Library can accept stock, though it would be best if presented to the Foundation or, Friends as they both have the 501 (c) (3) designations.
- e. Bank Fees: Carol Stein is still obtaining information.
- f. Expanded Hours: Starting in September, Monday through Thursday we will be opening ½ hour earlier. Friday we will open ½ hour earlier and stay open one hour later. Saturday we will be opening ½ hour earlier and staying open ½ hour later. Sunday we will open 1 hour earlier and close 1 hour later.

#### XI. New Business:

a. Gas Odor: Central Hudson has been called out several times. Karen LaRocca-Fels will be following up with an engineer.

b. Newsletter: Karen LaRocca-Fels will be working with Pam Hawks and consult with other libraries to examine formats that we may use. It was suggested that we highlight two or three services, a staff person and a few events.

XII. Executive Session: none.

Motion to adjourn regular meeting by Janine Bixler, seconded by Elisabeth Hellwege and unanimously approved. Meeting adjourned at 9:21 PM.

Next Regular Board meeting date: June 16, 2015 7:00 PM