

Cornwall Public Library Board of Trustees
Regular Meeting Minutes
March 9, 2016
7:00PM

Meeting called to order by Christine McDonald at 7:02 PM.

- I. **Roll** :(present): Janine Bixler, Tom Dames, Elisabeth Hellwege, Christine McDonald, Michelle Mellino, Roberta Sherman, Carol Stein, Susanne Vondrak, Mary Lou Carolan (Director), Pamela Hawks (staff), Bruce Cohen (public).

Tom Dames introduced Bruce Cohen, who is considering running for the open trustee seat.

- II. **Approval of Minutes:** A motion to approve the minutes of February 9, 2016 made by Susanne Vondrak, seconded by Roberta Sherman, and unanimously approved.

III. Financial Review

- a. Following a brief discussion, a motion to approve Warrant #8 in the amount \$92,274.17 was made by Roberta Sherman, seconded by Tom Dames and was unanimously approved.
 - b. Following a brief discussion a motion to approve Profit & Loss Comparison, July 2015 through January 2016 was made by Carol Stein, seconded by Roberta Sherman, and unanimously approved.
 - c. Review of Profit & Loss Budget vs. Actual, July 2015 through February 2016. RCLS line item needs to be moved to "grants" line.
 - d. Following a discussion, motion to approve the transfer of accounts to Orange County Trust was made by Elisabeth Hellwege, seconded by Susanne Vondrak, and unanimously approved.
- IV. **Public Remarks:** Bruce Cohen introduced himself as a potential candidate for the open trustee seat. He is interested in working on improving communications with the community, and is actively involved with book groups at the library. He is a retired teacher and has been active with organizations such as the Rotary Club.

V. Communications/Meeting Room Use/Donations & Use:

1. Communications: The library received a note from Grace Riario from RCLS, thanking the Board for allowing her to present at the last meeting. Mary Lou Carolan showed the RCLS Weekly Memo pictures highlighting her visit with legislators on Library Advocacy Day. The Director also passed around a letter from Senator Bill Larkin's office stating his support for library aid from the state.
2. Meeting Room request: Orange County New York Geeks, has requested to book the Community room once a month for approximately 4-6 people. Rosaleen Leahy has suggested offering them a Sunday. After a brief discussion on this request, Mary Lou Carolan suggested approving the group and concept, and she will work out the time and space at a later time.
3. Donations: Funding from Janet Goodrich Memorial Fund (thru Fidelity Charitable Gift Fund) \$50; Donation of a framed map of Village from Martha Curran; Cornwall Garden Club donated a gardening book.

VI. **Director's Report:** see written report

VII. **Committee Reports:**

- a. **Foundation and Friends:** The Friends attended Library Advocacy Day on March 2, 2016 with Mary Lou. The Friends are interested in enabling us to reissue tote bags; and to support some of our programming during the week of the vote. The Friends will be demonstrating library calculator live, a program available on our website, which shows patrons how much money they are saving by using the resources at the library.
Foundation: The Foundation is working on a project to be disclosed at their next meeting and is still looking for new members.
- b. **Garden Committee:** The Garden committee would like to go with the human sundial. Mary Lou will work to identify certain locations, i.e. by the front portico; which would be visible from the road. A "Wendy House" will be incorporated. Brief discussion on locations and elements of the garden.

VIII. **Unfinished Business**

- a. **Approval of Annual Report:** A motion to approve the Annual Report for 2015 made by Tom Dames, and seconded by Elisabeth Hellwege. Libraries are required to complete an annual report for the State Dept. of Education. Meeting room use availability for the Community Room and Munger Cottage were discussed.
- b. **Library Advocacy Day Update:** Mary Lou reviewed Advocacy Talking Points memo. It is important to review where our funding comes from and how services, such as how our ILL is funded through RCLS, which is a critical service in our library. Mary Lou is following up with Assemblyman James Skoufis and Senator Bill Larkin and will arrange future meetings.

IX. **New Business**

- a. **Approval of Budget for 2016/17:** Motion to approve the 2016/2017 budget in the amount of \$1,236,950 made by Elisabeth Hellwege, and seconded by Tom Dames and unanimously approved.
- b. **Staff report:** see Staff meeting minutes.
- c. **Budget Vote/Trustee Election:** After a brief discussion the Newspaper AD for the Budget vote was modified.

X. **Executive Session:** Motion to go into Executive Session at 8:52 PM made by Susanne Vondrak, seconded by Tom Dames and unanimously approved. The Executive Session was held for Personnel reasons. Motion to go out of Executive Session at 8:59 PM, made by Susanne Vondrak, seconded by Carol Stein and unanimously approved.

Motion to adjourn regular meeting at 9:00 PM, made by Elisabeth Hellwege, seconded by Roberta Sherman and unanimously approved.

Next Regular Board meeting date: April 12, 2016, 7:00 PM