

**Cornwall Public Library  
Board of Trustees**

**April 12, 2016**

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

**Minutes**

Meeting called to order by Christine McDonald at 7:06 PM.

**I. Roll:**

**Trustees Present:** Janine Bixler, Tom Dames, Elisabeth Hellwege, Roberta Sherman, Susanne Vondrak, Christine McDonald

**Excused:** Carol Stein

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Mary Lou Carolan, Library Director

Michelle Mellino, Treasurer

**Also Present:** Library staff member Ellen Winchell (minutes); Richard Randazzo, Town of Cornwall Supervisor

**II. Approval of the minutes:** A motion to approve the minutes of March 9, 2016 made by Tom Dames, seconded by Elisabeth Hellwege and unanimously approved.

**III. Solar Panel Array Project:** New York State is offering incentives to companies that bring in solar projects. The Town of Cornwall sent a letter of intent for the solar project that made us eligible to participate. This would allow us to access solar energy and reduce electricity costs. The Town also put out a bid for proposals; Solar Liberty won the bid, as an independent contractor. The Town of Cornwall and Village of Cornwall are interested in this opportunity and invited the Cornwall Public Library to participate. At this time the contract is being looked into by legal counsel and a consultant. After much discussion, the Board of Trustees agreed to present a list of questions to Solar Liberty and then to give Mr. Randazzo an answer about participation in the project within thirty days.

**IV. Financial Review:**

a. Following discussion, a motion to approve Warrant #9 in the amount of \$109,085.96 was made by Elisabeth Hellwege, seconded by Janine Bixler and was unanimously approved. A motion to approve the Profit and Loss Budget

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vs Actual report for July 2015 through February 2016, was made by Roberta Sherman, and seconded by Susanne Vondrak and was unanimously approved.

b. Policy and Procedure Review: Stephen Hoefer, fiscal officer at RCLS, will be here in May to review our desk procedures and make recommendations in order to institute best practices and to be prepared in the event of the comptroller's audit.

**V. Public Remarks:** none.

**VI. Communications:** Mr. and Mrs. Mumford are making plans to attend the Timothy Mumford Poetry Competition on May 1, 2016. Christine McDonald wanted to thank the Board for all the wonderful contributions to the Staff Appreciation breakfast. A thank you card was received from the staff to the Board of Trustees for the Staff Appreciation breakfast.

**Meeting Room requests:** none. **Donations and Grants:** Donation in the amount of \$50.00 was received in memory of David O'Keefe.

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

**VIII. Staff Report:** see Staff meeting minutes.

**IX. Committee Reports:**

a. Foundation and Friends: Our theme for the Summer Reading program is Sports. The Friends have taken the initiative to sponsor a sign at the Little League field.

**X. Unfinished Business:**

a. **Outdoor signage:** Mary Lou has met with the Richard Randazzo, Town Supervisor, Neal Miller, Superintendent of Schools for Cornwall and the Town Building Inspector regarding new signage for the Cornwall Public Library. The Foundation has agreed to cover \$15,000 of the cost. Final numbers are being obtained. Sign placement will be considered within the overall layout of existing landscaping.

b. **New Hours:** As of June 1, 2016 the Cornwall Public Library will open one hour earlier, at 9 AM, Monday through Saturday.

**XI. New Business:**

a. **Budget Vote: Trustee Election:** Our Annual Library Budget Vote and Trustee election is today. We have seen an outstanding turnout. Jane Harkinson, and Leslie Riley, Friends of the Library have been inviting library members to take a survey on their library usage. They have been able to estimate how much money the library member saved by: attending programs, taking out items, using our databases, etc. There were many new library cards issued today. The Birds of Prey program and Drop-in Story Time were very well attended today. Many library patrons were able to get their pictures taken reading, for National Library week. Much thanks to Pat Rovello and the Adult Services Librarians for all of their help with the Absentee ballot process.

b. **Building maintenance issue:** On March 22, 2016 there was an electrical issue that caused an evacuation of the library and a fire department visit. A visit by an electrician resolved the issue, and a thorough evaluation of our electrical system suggested additional items that need attention.

**XI. Executive Session:** none.

Motion to adjourn regular meeting at 8:56 PM by Roberta Sherman, seconded by Susanne Vondrak, and unanimously approved.

**Next Regular Board meeting date: May, 10, 2016, 7:00 PM**