

**Cornwall Public Library
Board of Trustees**

May 10, 2016

7:00 to 9:00 PM

Minutes

Meeting called to order by Christine McDonald at 7:00 PM.

I. Roll:

Trustees Present: Janine Bixler, Tom Dames, Carol Stein, Roberta Sherman, Susanne Vondrak, Christine McDonald

Excused: Elisabeth Hellwege

Mary Lou Carolan, Library Director

Michelle Mellino, Treasurer

Also Present: Library staff member Ellen Winchell (minutes); Bruce Cohen, Trustee Elect

II. Approval of the minutes: A motion to approve the minutes of April 12, 2016 made by Tom Dames, seconded by Roberta Sherman and unanimously approved.

III. Financial Review:

a. Following discussion, a motion to approve Warrant #10 in the amount of \$459,752.69 was made by Tom Dames, seconded by Carol Stein and was unanimously approved. A motion to approve the Profit and Loss Budget vs Actual report for July 2015 through March 2016, was made by Roberta Sherman, seconded by Janine Bixler and was unanimously approved.

b. Policy recommendations: Stephen Hoefler, Fiscal Officer at RCLS, suggested that the Board of Trustees look at designing financial policies, i.e. budget transfer policy, that may include category transfers. Mary Lou will follow up with member libraries to gather information, examine current RCLS policy, and follow up with the Board of Trustees in June.

IV. Public Remarks: Remarks on the subject of Solar Power were shared.

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V. Communications: none. **Donations and Use:** The Board of Trustees have approved the following donations: The Barrack family donated \$225.00 for the Fourth Annual Memorial Opera Afternoon, in honor of Lorraine Weinbergh. Dr. and Mrs. Earl J. McGrath donated \$50.00 in honor of Mary Jane Hahn. **Meeting Room:** Meeting room requests will no longer be submitted to the Board of Trustees (unless the use of the room is considered controversial in nature) they will continue to be routed to the appropriate Department Manager.

VI. Director's Report: see written report.

VII. Committee Reports:

a. **Foundation and Friends:** The Friends meeting is scheduled for May 18, 2016. The next Foundation meeting is June 8, 2016.

VIII. Unfinished Business:

a. **Solar Array Project:** The Town of Cornwall has placed this project on hold.

b. **New Hours:** As of June 1, 2016 the Cornwall Public Library will open one hour earlier to the public, at 9 AM, Monday through Saturday. Building signage, digital and printed materials are being updated to reflect our new opening hours.

c. **Cornwall Wall of Fame:** A portion of the Cornwall Public Library entryway will be used to display the Cornwall Wall of Fame. At this time, all current displays located in that area are being reviewed to maximize usable space.

IX. New Business:

a. **Chamber of Commerce:** The Chamber of Commerce selected the Cornwall Public Library as "business of the month" for May.

b. **Library Construction Grant:** A NYS Public Library Construction Grant is available through the Ramapo Catskill Library System (RCLS). Proposed project estimates are due to RCLS by May 15th. On June 9th a non-mandatory workshop to Review Eligible Projects will be held. On

August 18th there will be a mandatory workshop to prepare the application; Grant application is due September 2, 2016. Grants are matching, and require the applying Library to have the entire amount on hand to start the project. The Grant generally funds 30% - 50% of the project.

X. Term Limits for Trustees: A motion to amend the term limits for new Trustees from five years to three years for length of service made by Susanne Vondrak, seconded by Roberta Sherman and unanimously approved. The Charter amendment was provided to the Department of Library Development, and will be presented to The Board of Trustees at the June 14, 2016 meeting for final approval.

XI. Nominating Committee: Janine Bixler 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, Policy, Finance/Budget and Garden Committees.

XII. Executive Session: Motion to go into Executive Session at 8:45 PM, made by Tom Dames, seconded by Roberta Sherman and unanimously approved. The Executive Session was held to discuss salary adjustments presented by the Personnel Committee. Motion to go out of Executive Session at 9:17 PM made by Susanne Vondrak, seconded by Carol Stein and unanimously approved. A motion to approve the 2016 Salary adjustments was made by Tom Dames, seconded by Carol Stein and unanimously approved.

Motion to adjourn regular meeting at 9:19 PM by Tom Dames, seconded by Roberta Sherman and unanimously approved.

Next Regular Board meeting date: June 14, 2016, 7:00 PM