

Cornwall Public Library Board of Trustees

June 14, 2016

7:00 to 9:00 PM

Minutes

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

Roll:

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

Excused: Carol Stein

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 May 10, 2016 made by Roberta Sherman, seconded by Tom Dames and unanimously approved.

III. Financial Review:

a. Following discussion, a motion to approve Warrant #11 in the amount of \$94,219.87 was made by Susanne Vondrak, seconded by Roberta Sherman, and was unanimously approved. A motion to approve the Profit and Loss Budget vs Actual report for July 2015 through April 2016, was made by Tom Dames, seconded by Roberta Sherman and was unanimously approved.

b. Following much discussion budget adjustments were made and agreed upon. A motion to approve to set aside no more than \$10,000 for improvements to the Community room for: painting, flooring, and display hardware made by Elisabeth Hellwege, seconded by Susanne Vondrak and was unanimously approved.

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IV. **Public Remarks:** none.

V. **Communications:** none. **Donations and Use:** The Board of Trustees has approved the following donations: Sevinch E. Bridges donated \$100.00. Jamie Rae Mensing donated \$100.00. Bill Webber donated new outdoor furniture.

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

VII. **Committee Reports:**

a. **Foundation and Friends:** The Friends approved a drive up box to be located in one of the parking lot islands, with a \$3,500.00 budget limit. National Friends of the Libraries week will be recognized and celebrated October 16th through the 22nd by the Cornwall Friends of the Library. The Friends have order forms for promotion and sales of the book, *Fireside Papers* by Janet Dempsey. The Friends and Foundation have scheduled the following event: Ice Cream Social and Chalk Art Contest for July 23rd between 1-3 PM. Our summer reading program Ready, Set, Go, is being sponsored by: The Friends, The Foundation and the Cornwall Community Foundation this year.

b. **Nominating Committee:** Thank you to Janine Bixler for chairing this committee. Slates of officers were presented for nomination at the June Meeting. These include Board President, Janine Bixler, Vice-President, Elisabeth Hellwege, and Secretary, Christine McDonald. The Committees and Chairperson will be voted on in the July meeting.

Committees include Building, Garden, Personnel, Finance, and Policy.

VIII. **Unfinished Business:**

a. **Solar Array Project:** The Town of Cornwall has terminated this project.

b. **New Hours:** As of June 1, 2016 the Cornwall Public Library changed our library hours, we began opening one hour earlier to the public, at 9 AM, Monday through

Saturday. All staff members are working well together to support a smooth transition and opening. The response from the public has been very positive.

c. **Cornwall Wall of Fame:** A portion of the Cornwall Public Library entryway will be used to display the Cornwall Wall of Fame. As per Neil Miller, Superintendent of Cornwall Schools, the planning stages for this project will run through the summer and they will update us on the presentation that will appear on our walls.

d. **Petition for Amendment of Charter:** see attached. The creation of the library is through a charter, to the Regents of the University of the State of New York. It is a legal document that needs to be voted on. It changes the term of office from five years to three years going forward. A motion to approve the Amendment of Charter made by Susanne Vondrak, seconded Elizabeth Hellwege and unanimously approved.

IX. New Business:

a. **Strategic Plan:** The Strategic Plan is always a working document as things are always changing. The staff was polled and a few were interested in volunteering to be on a Strategic Planning committee. Mary Lou suggested the benefit of a three year strategic plan and she has information she would like to bring to the board for the next meeting. She also suggested at the next Board of Trustee meeting, it should be an agenda item that revisits the last strategic plan and looks at one point of focus of it. It may need some adaptations. The committee should consist of Trustees, Staff, Friends and Foundation. At the next Board of Trustee Meeting it was suggested that a Strategic Plan committee be created. Bruce Cohen volunteered to be on this committee representing the Trustees. Mary Lou will reach out to the Friends and the Foundation for volunteers.

b. **Library Construction Grant:** A NYS Public Library Construction Grant is available through the

Ramapo Catskill Library System (RCLS). Preliminary work has been done with the building committee to provide a project outline to Paul Mays for consideration. Paul Mays, of Butler Rowland Mays Architects, LLP, and his associate are writing up proposals for us. Estimated costs were given to RCLS on May 15 in the amount of \$350,000. There will be a mandatory August 18th workshop at RCLS to prepare the application. Mary Lou will be on vacation and need a volunteer to go in her place. The Grant is due: September 2, 2016.

c. **Policy Review:** Petty Cash Policy; Procurement Policy, Credit Card Policy, Exhibits & Display Policy: The Petty cash policy was presented which included the updates/corrections. A motion to approve the Petty Cash Policy made by Susanne Vondrak, seconded by Roberta Sherman and unanimously approved. The Procurement Policy and Credit Card Policy were postponed until the next meeting, when Carol Stein can be present. A sample of the Exhibits and Display Policy was discussed. It was determined that additional research is required. Discussion to follow via email, prior to the next Board of Trustee meeting in July.

d. **Going Green:** In respect to the Cornwall Public Library's commitment to reduce our dependence upon paper it was suggested that whenever possible the Board of Trustees access google docs. Mary Lou will create folders by month with all of the Trustee material. The Board of Trustees will access at minimum: Staff Minutes, Board of Trustee Minutes and Director's Report. Fine tuning this option will take a month or so to get into practice, more details to follow.

e. **Trustee Recognition of Service:** The Board of Trustees sincerely thanks Roberta Sherman for her term of service.

X. Adjournment: Motion to adjourn regular meeting at 9:21 PM by Roberta Sherman, seconded by Tom Dames and unanimously approved.

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

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