

**Cornwall Public Library  
Board of Trustees**

**November 10, 2015**

**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, Carol Stein, Susanne Vondrak, Christine McDonald

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James Mahoney, Interim Library Director

**Excused:** Michelle Mellino, Treasurer

**Also Present:** Library staff member Ellen Winchell (minutes); Library staff member Rosaleen Leahy

**II. Approval of the minutes:** A motion to approve the minutes of October 13, 2015 made by Roberta Sherman, seconded by Susanne Vondrak and unanimously approved.

**III. Financial Review:** Following discussion, a motion to approve Warrant #4 in the amount of \$155,171.03 was made by Elisabeth Hellwege, seconded by Roberta Sherman and was unanimously approved. A motion to approve the Profit and Loss Budget vs Actual report for July 2015 through September 2015, was made by Carol Stein, and seconded by Susanne Vondrak.

**IV. Public Remarks:** none.

**V. Communications:** none. **Meeting Room requests:** We received an application for use of the Community room from Chabad House of Eastern Orange County for Children's programming, on December 3, 2015. The program will be leading with a story hour at 4:30 for children between the ages of two through six. The anticipated attendance is 20. They will read two to three stories, have snack, and enjoy music. The program room will need to be available for set up, clean up. The group who is running the program will bring in their own supplies and the program is open to the public. The application was approved.

December 2, 2015

**Donations and Grants:** A patron, Jamie Mensing donated \$100.00 because she likes our library so much! We received \$563,778.50 from Cornwall Central School District which represents approximately 50% of the annual library taxes taken in.

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

VII. **Staff Report:** see Staff Meeting minutes.

### VIII. Committee Reports

a. **Garden Committee:** The committee is reviewing pictures of other library gardens to generate ideas. The family is getting closer to finalizing their wish list, drawings will be prepared, and then plans will proceed. The next meeting is January 7, 2016.

b. **Personnel Committee:** Jim prepared a series of spread sheets to analyze the Salary Budget line. In addition to the funding set aside for expanded hours, there are several positive lines with unused funding. The Interim Director proposed a scenario for implementing the expanded hours by January 1, 2016 and adjusting the minimum hourly wage for beginning clerks, and those under the new threshold. The finance committee meeting will meet before the December Board of Trustee's meeting and the topic of review will be salary issues and expanded hours.

c. **Finance Committee:** No formal meeting. The audit was completed. A motion for the Resolution: The Board of Trustees authorizes a transfer of \$400,000.00 to the Capital Fund from the Unassigned General Fund. The Board further recognizes that for cash flow purposes, the General Fund may borrow from the Capital Fund and create a due to/due from entry to record such transactions. Funds in the Capital Fund may be used at the Board's discretion for repairs to building if the General Fund budget cannot support such repairs and/or for future capital needs of the Library. Motion was made by Janine Bixler, seconded by Susanne Vondrak and unanimously approved. Motion to allow the book keeper Reenie Oliveto to add the Chase credit card bill to the list of items to be prepaid, subject to the Director's review, to show as paid item on the warrant, made by Roberta, seconded by Susanne Vondrak and unanimously approved.

**IX. Unfinished Business:**

- a. **Director search:** Making progress.
- b. **Expanded Hours:** Once adequate staffing issues are settled, a fine tuning on the expanded hours will be completed. A request from the Director to modify the Sunday opening from a proposed 12:00 to 12:30 was tabled until the December Board of Trustee meeting.
- c. **Gas odor & HVAC Issues:** Jim is meeting with the building committee on November 16, 2015 and they will move forward with the information.

**X. New Business:**

- a. We budgeted for two newsletters plus the budget newsletter. A discussion with Pam Hawks is necessary to make sure a February newsletter deadline is workable.

**XI. Executive Session:** Motion to go into Executive Session at 8:41 PM, made by Roberta Sherman, seconded by Elisabeth Hellwege and unanimously approved. The executive session was held for Personnel reasons. Motion to go out of Executive Session at 9:22PM made by Carol Stein, seconded by Susanne Vondrak and unanimously approved.

Motion to adjourn regular meeting at 9:23 PM by Roberta Sherman, seconded by Janine Bixler, and unanimously approved.

**Next Regular Board meeting date: December 8, 2015 7PM**