

Cornwall Public Library
Board of Trustees

July 15, 2015

7:00 to 9:00 PM

Minutes

Meeting called to order by Christine McDonald at 7:20PM.

- I. Roll: Janine Bixler, Tom Dames, Elisabeth Hellwege, Christine McDonald, Roberta Sherman, Susanne Vondrak, Karen LaRocca-Fels (Library Director), Elizabeth Fisher (Library Staff), Rosaleen Leahy (Library Staff), Lisa SinClair (Library Staff), Pat Rovello (Minutes). Excused: Carol Stein, Karen Staples (Treasurer).
- II. Approval of the minutes: A motion to approve the minutes of June 16, 2015 was made by Susanne Vondrak, seconded by Roberta Sherman.
- III. Financial Review: Following discussion, a motion to approve Warrant #12 in the amount of \$84,200.08 was made by Roberta Sherman, seconded by Elisabeth Hellwege and unanimously approved. A motion to approve the Profit and Loss Budget vs Actual for July 2014 to May 2015 was made by Elisabeth Hellwege, seconded by Susanne Vondrak and unanimously approved. The Profit & Loss Budget vs Actual July 2014 to June 2015 was presented for review.
- IV. Communications: A letter from the Food Bank of the Hudson Valley thanking the library for the donation of 329 pounds of food. A letter from Jill Schreiner thanking Charlotte Dunaief for her assistance with researching the index of the local newspapers. A letter from Margaret Calderalo thanking the staff and Charlotte for her help with research. Meeting Room requests: none. Donations and Grants: Dr. Capella-\$50, Court Rita of the Catholic Daughters of the Americas-\$100, Orange Library Association-\$2150, Jill and Roger Schreiner-\$100.
- V. Director's Report: see written report. The summer reading program is being well attended. Karen LaRocca-Fels and Rosaleen Leahy attended an interesting program on community involvement; Pay Rate letters have been distributed; OLA sponsored a Friends Program at the Cornwall Public Library; the July 4 float was a big success; parking lot potholes have been repaired; locks fixed and power washing is done. We received word from Senator Larkin that we will be receiving a state grant of \$20,000 for equipment and technology. We will be able to purchase and install an outdoor materials pickup locker with the grant, as well as other technology. The West Point Post Library has closed.
- VI. Staff Report: see minutes.
- VII. Committee Reports-
 - a. Foundation and Friends: Planning the Ice Cream Social and Chalk Art Contest. Susanne Vondrak attended the Foundation Meeting. The Friends have provided the library with museum passes, the summer reading program supplies, an easel etc.
 - b. Building Committee-has not met.
- VIII. Unfinished Business:
 - a. Expanded hours-Karen LaRocca-Fels suggested delaying the start of the expanded hours until a new director is hired. We have summer help now and we will have open shifts to fill Rebecca Kashinski's hours and a replacement for Diane Newlander (ILL delivery). Lisa SinClair says she will

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have problems filling shifts if hours are expanded without hiring. Expanded hours will be delayed until director is hired. Will look at again at the August 18 meeting.

- b. Draft Donation Policy: Susanne Vondrak discussed. Karen LaRocca-Fels passed around a draft of the Gift and Donation Policy and the Gift Agreement. A motion was made by Elisabeth Hellwege, seconded by Roberta Sherman to accept with amendments.
- c. Bank Fees-will discuss at next meeting with Carol Stein.
- d. Gas odor issue and HVAC. Explained by Karen LaRocca-Fels that a fan is broken in a controller unit and a part is needed that is no longer made. A proposal is expected soon.
- e. Disposal of old equipment-the old file cabinet can be disposed.
- f. Power washing / window cleaning-completed.
- g. Mobile print has been installed. Charlotte Dunaief will be training staff.
- h. HVAC (see D).
- i. Newsletter-Pam Hawks has put together a template. The newsletter will include articles, a letter from the director, information on board members and programs. Susanne Vondrak asked if the board can meet with Pam.

IX. New Business:

- A .Director Search- a Search Committee has been formed.
- B .Monitor and 2 office chairs can go up for bid.
- C .HVAC service contract-waiting for new contract.
- D .Capital Fund expenditures-move unallocated general to capital fund. For purchase of shelves \$6000, receipt printers \$1500-\$2100, tech-2 tablets: 1 Kindle Fire and 1 Android-up to \$950. A motion was made by Susanne Vondrak, seconded by Janine Bixler to move \$9500 from unallocated fund to capital fund for the purpose of these expenditures

- X. Motion to go into Executive Session at 9:07 PM to discuss Director Search by Elisabeth Hellwege, seconded by Roberta Sherman, unanimously approved.
Motion to go out of Executive Session at 9:40 by Susanne Vondrak, seconded by Roberta Sherman, unanimously ended Executive Session.
Motion to adjourn the Regular Meeting at 9:42 by Roberta Sherman, seconded by Christine McDonald, unanimously approved.

Next Regular Board Meeting August 18, 2015, 7:00 PM