

**Cornwall Public Library  
Board of Trustees**

**December 8, 2015**

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

**Minutes**

Meeting called to order by Christine McDonald at 7:03 PM.

**I. Roll:**

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

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Mary Lou Carolan, New Director  
James Mahoney, Interim Library Director  
Michelle Mellino, Treasurer

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

**II. Approval of the minutes:** A motion to approve the minutes of November 10, 2015 and December 2, 2015 made by Elisabeth Hellwege, seconded by Roberta Sherman and unanimously approved.

**III. Financial Review:** Following discussion, a motion to approve Warrant #5 in the amount of \$80,670.00 was made by Susanne Vondrak, seconded by Tom Dames and was unanimously approved. A motion to approve the Profit and Loss Budget vs Actual report for July 2015 through October 2015, was made by Carol Stein, and seconded by Roberta Sherman and was unanimously approved.

**IV. Public Remarks:** none.

**V. Communications:** A thank you note from Laura LeCours, for providing the Library for the Jan Dempsey Memorial Service. **Meeting Room requests:** none. **Donations and Grants:** More than \$1,000.00 was received in Memorial donations on behalf of Jan Dempsey.

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

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

## **VIII. Committee Reports**

a. Building Committee: see Director's report. After much discussion, it was decided that additional documentation of a certified payroll, under the NYS Labor Laws for prevailing wage is needed from ASTAR to accompany the billing in order for payment to be settled. Jim Mahoney will send a letter to this effect advising ASTAR.

## **IX. Unfinished Business:**

a. **Gas odor & HVAC Issues:** see Director's report.

## **X. New Business:**

a. Budget-Tentative Budget Meeting Dates: There will be two meeting dates at the end of January or the beginning of February the final dates to be determined among the Trustees. The purpose of these meetings is to assimilate budgetary information to be presented to the Board. These meetings will be separate from the scheduled Board of Trustee meeting.

b. Pam Hawks is preparing the Newsletter for a February release. Positive feedback regarding the formatting of the newsletter has been received. Suggestions from the staff and the community have been forwarded to Pam for content.

**XI. Executive Session:** Motion to go into Executive Session at 8:32 PM, made by Susanne Vondrak, seconded by Elisabeth Hellwege and unanimously approved. The executive session was held for Personnel reasons. Motion to go out of Executive Session at 9:18 PM made by Carol Stein, seconded by Elisabeth Hellwege and unanimously approved.

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

**Next Regular Board meeting date: January 12, 2016 PM**