

**Cornwall Public Library  
Board of Trustees**

**February 9, 2016**

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

**Minutes**

Meeting called to order by Christine McDonald at 7:05 PM.

**I. Roll:**

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

**Excused:** Roberta Sherman

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Mary Lou Carolan, Library Director

Michelle Mellino, Treasurer

**Also Present:** Library staff member Ellen Winchell (minutes); Grace Riario, RCLS Assistant Director and Outreach Coordinator

**II. Approval of the minutes:** A motion to approve the minutes of January 12, 2016 made by Tom Dames, seconded by Elisabeth Hellwege and unanimously approved.

**III. Financial Review:** Following discussion, a motion to approve Warrant #7 in the amount of \$476,287.54 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 December 2015, was made by Carol Stein, and seconded by Janine Bixler and was unanimously approved.

**IV. Public Remarks:** none.

**V. Grace Riario, RCLS, and Handbook for Library Trustees of NYS:** Summary sheets of changes and Handbooks for Library Trustees of New York State 2015 edition were distributed. After a brief question and answer session, suggestions were made regarding how to increase our presence in the community.

**VI. Communications:** none. **Meeting Room requests:** Storm King Schools requested the use of the Community Room for May 7 and May 8<sup>th</sup> for a

student Art show. Mary Lou Carolan will recommend the Application for Use of Community Room be completed. **Donations and Grants:** Donations on behalf of Jan Dempsey were received.

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

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

**IX. Committee Reports:**

- a. Foundation and Friends: The Foundation is a small group and sometimes has trouble meeting a quorum. New members would be welcomed and appreciated. The Foundation is looking forward to joining with the Friends in activities scheduled for this year.
- b. Garden Committee: The Garden committee will meet on Thursday February 11, 2016. A new issue is the possibility of lockable recycling containers, as this may influence the placement of the garden.

**X. Unfinished Business:**

- a. **Budget Meeting Dates:** The discussion was moved to Executive session.
- b. **Library Advocacy Day:** March 2, 2016 the cost for attendance is \$12.00 for transportation.

**XI. New Business:**

- a. **Staff Appreciation Breakfast:** The Staff Appreciation Breakfast will be March 17<sup>th</sup> at 8:30 am.
- b. **Annual Report for 2014/2015** will be put on the Agenda for the March 9<sup>th</sup>, meeting.

**XI. Executive Session:** Motion to go into Executive Session at 9:01 PM, made by Elisabeth Hellwege, seconded by Susanne Vondrak and unanimously approved. The Executive Session was held for Personnel reasons and to continue the discussion on Budget Meeting Dates. Motion to go out of Executive Session at 9:40PM made by Elisabeth Hellwege, seconded by Tom Dames, and unanimously approved.

Motion to adjourn regular meeting at 9:41 PM by Tom Dames, seconded by Elisabeth Hellwege, and unanimously approved.

**Next Regular Board meeting date: March 9, 2016, 7:00 PM**