

**Cornwall Public Library
Board of Trustees**

March 12, 2015

7:00 to 9:00 PM

Minutes

Meeting called to order by Susanne Vondrak at 7:07 PM.

- I. Roll: Elisabeth Hellwege, Janine Bixler, Christine McDonald, Roberta Sherman, Karen LaRocca-Fels, Library Director, Suzanne Vizethann Carol Stein, Library staff member Ellen Winchell (minutes), Jason Kaplan, Public. Excused: Karen Staples, Treasurer.
- II. A motion to approve the minutes of February 10, 2015, made by Chris McDonald, seconded by Roberta Sherman and unanimously approved.
- III. Financial Review: Budget Review: For this coming fiscal year, we plan to implement additional hours of operation. We proposed to add a part time position to help with community outreach. The budget proposal for 2015-2016 falls within the tax cap. The Comptroller has advised, in years past, that libraries pass an override resolution even in cases where the library stays within the tax cap. Resolution: To exceed the tax levy limit for the Cornwall Public Library 2015-2016 Operating Budget, to be voted on by the public on April 21, 2015, motion made by Chris McDonald, seconded by Roberta Sherman, approved unanimously. A motion to approve the budget proposal of 2015-2016 in the amount of \$1,127,557.00 to be raised by taxation, \$1,220,042.55 total budget, made by Roberta Sherman, seconded by Carol Stein and unanimously approved. Following discussion, a motion to approve Warrant #8, in the amount of \$72,691.05 was made by Carol Stein, seconded by Christine McDonald and unanimously approved. A motion to approve the Profit and Loss report vs actual for July 2014 to January 2015 made by Suzanne Vizethann, seconded by Carol Stein and unanimously approved. Karen LaRocca-Fels will follow up with Karen Staples on a question of \$2.00 under item 413.5 on the Profit and Loss statement.
- IV. Public Remarks: none

V. Communications: Sr. Mary Byrnes, PBVM, sent a thank you note for the support the sisters received when attending our Teen Tech Tutoring. “Your staff, as well as the young men who were the teachers for the afternoon were so welcoming and helpful.” Meeting Room Use: none. Donations: A \$50.00 donation was received in memory of Margaret Hale. A grant of \$2091.65 was received through the Orange Library Association, from the Orange County government.

VI. Director’s Report: see written report. We will be doing Food for Fines from April 12 through April 25, 2015 in cooperation with the Food Bank of the Hudson Valley. We will also be putting together library tours and programming as in the past. I am currently looking for librarian substitutes. Charlotte Dunaief and I will be interviewing applicants over the next few weeks. Rosaleen Leahy is now the chair of CTUG, the system-wide Circulation and Technical Services Users Group. I expect the group will be well-run and productive under her leadership. Liz Fisher will be participating once again the Y2Kids in March, which is focused on introducing middle school aged children to the many professional fields that they can consider as they move toward thinking about college and career. Charlotte Dunaief and Mary Ellen Malone are putting together an outreach pilot project. They will be borrowing the RCLS Mobile Circ. kit and plan to visit our local senior housing complex to promote library card registration and to circulate a small collection of materials. If this project is successful, we’d like to pursue more venues. Liz Fisher will be taking on the Timothy Mumford Memorial Poetry Contest this year, with the help of her department. After some discussion, we decided to add another age category -19 to 25 year olds. I have reached out to Warren and Mary Mumford to let them know of our plans, and they are, as always, supportive.”

VII. Staff Report: see minutes.

VIII. Committee Reports

a. Foundation and Friends: The Foundation has a new member, Monique Summerfield. Nancy Peckingham is stepping down. The Foundation and Friends are looking to participate in a food truck event, in conjunction with other groups.

b. Building Committee: The next meeting date will be held on March 18, 2015, to which Jane Harkinson and Anna Tilley have been invited.

c. Budget Committee: The budget committee approved the budget. The absentee ballot applications are available in-

house and online. We have requested the voter rolls from the county. The custodians and poll workers have been engaged.

IX. Unfinished Business:

a. Library Advocacy Day- February 25, 2015 Very positive day. The governor's budget holds static. The Senate is proposing to increase library aid by \$5 million, the Assembly by \$2 million.

b. Staff Appreciation Breakfast: March 19, 2015

X. New Business:

a. Disposal of library equipment-3 CPUs, 2 Thin Clients, one small television set. These items will go up for bid on the Cornwall Public Library website.

b. DASNY paperwork- Additional due diligence paperwork was discussed.

c. Equipment Use Policy- Policy review. see attached. A motion was made to amend the Equipment Use policy by Elisabeth Hellwege, seconded by Roberta Sherman and unanimously approved.

d. Annual Report for Public and Association Library 2013-2014. See attached. A motion to approve the Annual Report for Public and Association Library 2013-2014 made by Roberta Sherman, seconded by Janine Bixler and unanimously approved.

e. The Board of Trustees made a motion to create a full time Librarian1 position and to allow Karen LaRocca-Fels to appoint the position. Janine Bixler made the motion, seconded by Roberta Sherman and unanimously approved.

f. Susanne Vondrak thanked Suzanne Vizethann for her service with the Cornwall Public Library Board of Trustees. Suzanne Vizethann has submitted a letter of resignation to the Board of Trustees, effective March 31, 2015.

X. Executive Session: none.

Motion to adjourn regular meeting by Carol Stein, seconded by Chris McDonald and unanimously approved. Meeting adjourned at 9:15PM.

Next Regular Board meeting date: April 14, 2015, 7:00 PM.