

**Cornwall Public Library
Board of Trustees**

April 14, 2015

7:00 to 9:00 PM

Minutes

Meeting called to order by Susanne Vondrak at 7:04 PM.

- I. Roll: Elisabeth Hellwege, Christine McDonald, Roberta Sherman, Karen LaRocca-Fels, Library Director, Susanne Vondrak, Carol Stein, Library staff member Rosaleen Leahy, Library staff member Ellen Winchell (minutes), Thomas Dames, Public, Vishwa Chaudhry, Public, Nancy Bryan, Public. Excused: Karen Staples, Treasurer, Janine Bixler.
- II. Public Budget Hearing: The biggest change in budget increase in expenditures will be in the following areas: materials, books, ebooks, and part time hours for community outreach which will include publishing a quarterly newsletter. We have had many requests to open additional hours. The additional hours may include an extra hour on Friday, an extra hour on Saturday and Sunday and perhaps an earlier hour during specific weekdays. We will be obtaining information about a pick up box for our library, which will allow commuters who may not be able to come during normal business hours to pick up holds and materials.
- III. Approval of the minutes: A motion to approve the minutes of March 12, 2015 as amended, made by Carol Stein, seconded by Roberta Sherman and unanimously approved.
- IV. Financial Review: Following discussion, a motion to approve Warrant #9 in the amount of \$102,615.55 was made by Elisabeth Hellwege, seconded by Carol Stein and unanimously approved. The Profit and Loss Budget vs Actual was postponed.
- V. Public Remarks: See II Public Budget Hearing.
- VI. Communications: A thank you note from Suzanne Vizethann was received. Meeting Room Use Requests: none. Donations and Grants: \$1322.22 ERate telecommunications grant, \$50.00 from Dr. Capella, and two paintings and a lithograph.
- VII. Director's Report: see written report.

VIII. Staff Report: see minutes.

IX. Committee Reports

a. Foundation and Friends: The next Foundation meeting will be held on April 29, 2015. No meeting date was set for Friends.

b. Building Committee: The Building Committee met last month, and reviewed the surveys completed by the community. Being conscious of the budget dollars, no decisions were made about a building renovation project. Members of the public suggested we photograph more and publicize more of our programs. A quarterly newsletter will be our newest form of communication with the public.

X. Unfinished Business:

a. Disposal of library equipment: No bids received. A motion to dispose of the library equipment-3 CPUs (over 5 years old), 2 Thin Clients, one small television set (broken) made by Carol Stein, seconded by Roberta Sherman.

b. Invoice from school district: The library is responsible for paying for the bond referendum. We provided a SEQR document which was completed and approved by our architect and attorney and submitted to the Cornwall Central School District. The school hired an engineer to go over our SEQR. The Cornwall Central School District wanted the library to pay their engineer bill of \$1679.50. The Board of Trustees and our attorney stated that should not be the library's responsibility. The school district considers this to be an unpaid bill. Our attorney Mr. Ben Gaily feels that the library is not responsible for the fees for their engineer. A consensus of the board is that a letter should be written by the board reiterating the library's position.

XI. New Business:

a. Final Payment-Prestige. A motion to pay this final payment bill in the amount of \$2,450 out of the capital fund made by Roberta Sherman, seconded by Elisabeth Hellwege and unanimously approved.

b. Draft Donation Policy: Karen LaRocca-Fels is sending this home for the Trustees to review at our next meeting. After the Trustees review the draft policy and make changes, it will go to the Friends and Foundation. Karen LaRocca-Fels will research what the policy is with other libraries.

c. Tile grout cleaning/vinyl tile stripping and waxing proposals. Two proposals: were received. Our current cleaning company, Van Guard, gave a quote of \$1,285.00, with Commercial Cleaning solutions quoting \$2,367.00. These quotes were for the kitchen, inner lobby area, behind the CIRC desk and two public bathrooms. A motion to approve Van Guard for \$1,285.00 made by Roberta Sherman, seconded by Elisabeth Hellwege and unanimously approved.

d. Parking lot lines: Karen LaRocca-Fels will get quotes for painting lines in the parking lot and installation of handicapped signs.

e. Bank fees: Chase will start charging us bank fees. The approximate cost may be as much as \$4,000 annually. Chase has been waiving the fees in the past. Carol Stein will examine the account analysis and then may do an RFP; the bank would have to be able to collateralize the library's funds.

XII.Executive Session: none.

Motion to adjourn regular meeting by Roberta Sherman, seconded by Elisabeth Hellwege and unanimously approved. Meeting adjourned at 9:09 PM.

Next Regular Board meeting date: May 12, 2015 7:00 PM