

**Cornwall Public Library
Board of Trustees**

August 19, 2014

7:00 to 9:00 PM

Minutes

Meeting called to order by Susanne Vondrak at 7:00 PM

- I. Roll: Elisabeth Hellwege, Suzanne Vizethann, Janine Bixler, Susanne Vondrak, Christine McDonald, Carol Stein, Roberta Sherman, Karen LaRocca-Fels, Library Director, Karen Staples, Treasurer, Anna Tilley, Foundation President, Maureen Terwilliger, Foundation, Library staff member Ellen Winchell (minutes).
- II. A motion to approve the minutes of July 15, 2014 as amended made by Roberta Sherman, seconded by Christine McDonald and unanimously approved.
- III. Financial Review: Following discussion, a motion to approve Warrant #1, in the amount of \$90,082.33 was made by Christine McDonald, seconded by Roberta Sherman and unanimously approved. Following discussion, a motion to approve the Profit and Loss report vs actual was postponed. The Construction Grant Fund in the amount of \$15,157.00 was received, out of a total grant in the amount of \$16, 800 for the Sound Mitigation Project and was voted into the Capital Fund. A motion made by Janine Bixler, to approve the Construction Grant Fund transfer, seconded by Carol Stein and unanimously approved.
- IV. Public Remarks: none
- V. Communications: none. Meeting Room Use: An Application for Use of Community Room was received from The Grail. The use is to present a program on the International Day of the Girl, an initiative of the United Nations and non-governmental agencies, to raise awareness of issues that affect girls world-wide. A motion to approve the use of the Community room made by Christine McDonald, seconded by Suzanne Vizethann. Donations: \$1,000.00 was received from State Assemblyman James Skoufis, for the Cornwall Public Library's project of digitizing of microfilm files. \$2,000 was received from an Orange Arts Grant for

funding of “Our Musical Heritage” program. The Orange Arts Grant program is funded, in part by Orange County Tourism and the County of Orange.

VI. Director’s Report: see written report... There was an increase in the 2014 Summer Reading Program participation. Our staff is participating in the RCLS Staff Summer Reading Challenge. We are on track for another Story Walk partnership with the Hudson Highland Nature Museum, with a kickoff to be held on September 13 and 14. The Market Reads offsite storytime program has been a great success. We are working on replacing our BlueSocket Wi-Fi router, which is out of warranty, with a Sysco access point and offsite Wi-Fi management by RCLS. Our library was one of three libraries nominated for and chosen to participate in the Edge Initiative, a Bill and Melinda Gates funded and Urban Libraries Council managed technology assessment and training program for libraries. The Friends of the Cornwall Library have committed to sponsor the library’s participation in the Battle of the Books, to fund the wagon needed for the Market Story Times, and to fund \$400.00 of the cost of the very popular museum passes.

VII. Staff Report: see minutes.

VIII. Committee Reports

a. Building Committee:

i. Update: Our expansion project is going to increase the library space by 25%. There will be :
an addition of a unisex bathroom between Teen and Children’s areas, an enlarged meeting room holding approximately 110 people with a folding partition to create two separate meeting spaces, a new Circulation desk, the Friends of the Library area will be somewhat larger, there will be an addition of a sprinkler system, lots of display space, the History Room will be 300 sq feet, etc... A motion was made by Elisabeth Hellwege, seconded by Roberta Sherman to set the budget and total project cost \$3,681,048. The comptroller plans to have a conference call with Ben Gailey and Douglas Goodfriend to discuss the bond.

ii. Survey Proposals: Four RPF’s were sent, two responded Maser Consulting, and MJS Engineering & Land Survey, PC, both of these firms were recommended by Paul Mays, of Butler Rowland Mays Architects. Paul needs the survey for estimating work that has to be done. MJS came in at \$10,000 plus expenses. Maser came in at \$8,900 plus hourly expenses. Karen LaRocca-Fels, will continue to

look for the original survey. It was determined to ask Maser if they could provide 4 sets of stamped hard copies and a disk with a PDF file and a DFX. A motion was made by Elisabeth Hellwege, seconded by Carol Stein, that Maser be hired if they can meet the above specification and if the original survey cannot be found.

iii. a. Contract with Financial Planner: A motion was made by Elisabeth Hellwege, seconded by Suzanne Vizethann to approve a contract for financial services for the potential bond with Beth Ferguson, of Capital Market Advisors, LLC.

b. Media Committee: On September 2, 2014 a launch about the proposed expansion will take place with the Friends of the Cornwall Public Library and the Foundation. A website and Facebook page will be launched a day after the September 8, 2014 School Board presentation. September 17th will be a presentation to the Public. September 22, 2014 hopefully will be the passing of the resolution.

c. Foundation and Friends: Thank you for pushing the Golf Outing. We still need more golfers, tee signs, and more ticket sales. Baskets are doing well. Sponsorship is needed. Susan Hoff was asked to leave the Foundation Board. Raffle tickets can be handed in right up until the Golf Outing. There will be a meeting with the Friends of the Library, the Foundation, the Board of Trustees and the Library Director, on September 2, 2014.

IX. Unfinished Business: None

X. New Business

- a. Art displays: will be discussed at the next regular Board meeting, September, 9, 2014.
- b. Whistleblower and Conflict of Interest policies: will be discussed at the next regular Board meeting.
- c. Orange County Tourism grant fund resolution: The Cornwall Public Library Board of Trustees agrees to expend \$2000.00 as awarded by Orange County Tourism, for the concert series entitled "Our Musical Heritage." A motion was made by Carol Stein and seconded by Christine McDonald.
- d. Program proposal (Dr. Richard Hull): The idea was well liked but logistically we cannot do this at this time. Perhaps in the late fall, early winter we can consider.

XI Executive Session: A motion by Suzanne Vizethann, seconded by Christine McDonald to go into Executive Session at 9:44pm. Motion carried unanimously. Motion by Roberta Sherman, seconded by Janine Bixler, to end Executive Session at 9:57pm. Motion carried unanimously. The performance of an employee was discussed. Motion to adjourn at 9:58 pm was made by Elisabeth Hellwege, seconded by Suzanne Vondrak and unanimously approved.

Next Regular Board meeting date: September 9, 2014, 7:00 PM.