

**Cornwall Public Library
Board of Trustees**

October 13, 2015

7:00 to 9:00 PM

Minutes

Meeting called to order by Christine McDonald at 7:04 PM.

I. Roll:

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

Karen Staples, Treasurer, Treasurer Appointee Michelle Mellino
James Mahoney, Interim Library Director

Excused: none

Also Present: Library staff member Ellen Winchell (minutes); Library
staff member Rosaleen Leahy

II. Approval of the minutes: A motion to approve the minutes of October 13, 2015 made by Roberta Sherman, seconded by Susanne Vondrak and unanimously approved.

III. Financial Review: Following discussion, a motion to approve Warrant #3 in the amount of \$128,909.90 was made by Susanne Vondrak, seconded by Roberta Sherman and was unanimously approved. A motion to approve the Profit and Loss Budget vs Actual report for July 2015 through August 2015, was made by Carol Stein, and seconded by Elisabeth Hellwege.

IV. Public Remarks: none.

V. Communications: none. **Meeting Room requests:** none. **Donations and Grants:** A bequest of \$5,000.00 was received from the Estate of a patron. A gift certificate in the amount of \$25.00 was given to the Cornwall Library staff, in thanks for all the gracious service her family experienced. A check for \$20,000.00 in state aid directed to us by Sen. William Larkin was received from RCLS. Martha Curran of Cranston, RI donated a framed map of Cornwall-on-Hudson along with a bound atlas

of Orange County, published by A.H. Mueller & Co, 1903. Our NYS Local funding aid has been received through RCLS.

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

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

VIII. **Committee Reports**

a. **Foundation and Friends:** The Foundation is low on members and is looking to recruit from the community. It was suggested that perhaps we include this information in our next newsletter. The Friends and Foundation will be hosting the Cider & Donuts Book Sale on October 24th, 2015.

b. **Garden Committee:** Susanne Vondrak, Roberta Sherman, Janine Bixler, Jane Harkinson, Pat Rovello and Lorraine Salvo, met to discuss ideas for the new garden. The ideas proposed were to build on the existing garden in such a way as to make it interactive, with a child oriented approach. Suggestions were to add one or more of the following: fountain, play garden, table with chess board. Each member present will be giving thought to what the central piece will be. There is an existing fund from donations received in memory of Frank Rovello. The next meeting will be on November 5, 2015.

c. **Finance Committee:** There will be an audit on Monday or Tuesday of next week. The audit will take approximately two days. Bank fees are still being investigated by Carol Stein. Michelle Mellino was appointed, took the oath of office, and was installed as the new Treasurer. Karen Staples, our outgoing Treasurer of 25 years, received a note of thanks from the Board of Trustees along with a parting gift. Warm words were expressed for her dedication and generous service to the Cornwall Public Library.

IX. **Unfinished Business:**

a. **Director search:** A list was requested from Civil Service. Some preliminary interviews were done in September.

b. **Expanded Hours:** Once adequate staffing issues are settled, a fine tuning on the expanded hours will be completed.

c. **Gas odor & HVAC Issues:** Based on discussion we are currently gathering new information.

X. New Business:

a. **Assemblyman Skoufis Proposal:** After much discussion it was determined that based on this economic climate we cannot accept the Skoufis Grant proposal regarding Woodbury residents.

b. **Appointment of new Treasurer- Michelle Mellino:** see Finance Committee.

c. **Holiday Schedule 2016:** A motion to approve the Holiday schedule made by Janine Bixler, seconded by Roberta Sherman and unanimously approved. See attachment.

d. **RCLS Annual Budget:** A motion to approve the RCLS annual budget by Elisabeth Hellwege, seconded by Susanne Vondrak and unanimously approved. See attachment.

e. **Girls on the Run Race:** The Girls on the Run registration begins at 8:30 am with a race start time at 10:00 am near the Pond. The library will be open as usual. Staff may report early to avoid traffic delays/road blockage. Jim spoke to the Town of Cornwall Police Chief. The police are aware that library staff and patrons are to be let through the barricade.

XI. Executive Session: Motion to go into Executive Session at 9:07 PM, made by Elisabeth Hellwege, seconded by Janine Bixler and unanimously approved. The executive session was held for Personnel reasons. Motion to go out of Executive Session at 9:24PM made by Roberta Sherman, seconded by Elisabeth Hellwege and unanimously approved.

Motion to adjourn regular meeting at 9:25 PM by Susanne Vondrak, seconded by Roberta Sherman, and unanimously approved.

Next Regular Board meeting date: November 10, 2015 7PM

November 4, 2015