

**Cornwall Public Library
Board of Trustees**

August 18, 2015

7:00 to 9:00 PM

Minutes

Meeting called to order by Susanne Vondrak at 7:01 PM.

I. Roll:

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

James Mahoney, Interim Library Director

Excused: Christine McDonald, President.

Karen Staples, Treasurer

Karen LaRocca-Fels, Library Director

Also Present: Library staff member Ellen Winchell (minutes); Library staff members Lisa SinClair and Rosaleen Leahy; Sally Mattausch, (Public)

II. Approval of the minutes: A motion to approve the minutes of July 15, 2015 Annual Organizational Meeting; July 15, 2015 Board of Trustee Minutes; July 22, 2015 Board of Trustee Emergency Meeting, made by Elisabeth Hellwege, seconded by Roberta Sherman and unanimously approved.

III. Financial Review: Following discussion, a motion to approve Warrant #1 in the amount of \$84,057.80 was made by Carol Stein, seconded by Roberta Sherman and unanimously approved. The Profit and Loss Budget vs Actual report was postponed.

IV. Public Remarks: none.

V. Communications: none. **Meeting Room requests:** none. **Donations and Grants:** \$1,685 was received from the State of New York, as the final portion of the Construction Grant. \$2,200.68 was received from the Friends of the Cornwall Library for: current Museum Passes; a wagon for Market Story Time, Legos for Family Build It; A second easel and

carrying case; World and Ethnic Music/Our Musical Heritage grant match; and the Timothy Mumford Poetry Competition.

We have received word that we have been awarded a \$20,000.00 grant through Senator William J. Larkin for costs associated with purchasing new technology.

VI. **Director's Report:** see written report. Rosaleen Leahy posted the position for permanent part time library clerk and handled the search and hiring process with the assistance of Pat Rovello. Christine Fowler will begin training as soon as possible. Charlotte Dunaief has posted for a part time librarian, and has received two librarian applicants. Liz Fisher has been working very hard planning for an event we are calling "Heroes for Heroes", which gave our local emergency responders an opportunity to showcase to the community what they do. We had commitments of participation from our local fire departments, police departments, and ambulance services. This program was very well attended; the children were so excited to see the vehicles as well.

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

VIII. Committee Reports

a. **Foundation and Friends:** The Foundation will partner up again with the Friends for the Annual Friends Cider and Donuts event (the event date has not been set). The last Foundation meeting did not have a quorum. The next Foundation meeting has not been scheduled.

b. **Building Committee:** On hiatus until further information is available on NYMA and until a permanent Library Director is on staff.

IX. Unfinished Business:

a. **Director search:** The search is going well. We are currently receiving applications and the process closes at the end of next week.

b. **Bank Fees:** Carol Stein is still pursuing the bank fee issue.

c. **Gas odor & HVAC Issues:** HVAC issue, ASTAR has submitted a proposal for replacing two VFD (variable frequency drives). These control the return and supply air blowers for the entire building. The existing controls are no

longer operable and these drives are an upgrade. Jim Mahoney will follow up with the mechanical engineer, John Edwards to obtain his input.

Gas odor issue is still a work in progress.

a. **HVAC service contract:** This contract represents a four percent increase over the previous year's contract. The recommendation from Karen LaRocca-Fels is that we stay with this company. After much discussion a motion to approve the proposed contract from ASTAR heating dated 7/28/2015 made by Janine Bixler, seconded by Roberta Sherman and unanimously approved.

b. **Disposal of old equipment:** 2 office chairs, 1 computer monitor. A motion to dispose of old equipment made by Janine Bixler, seconded by Carol Stein, and unanimously approved.

c. **Newsletter:** The newsletter is at the printer and should be in residents' mailboxes by approximately September 1st. The Board of Trustees was delighted at how the newsletter was so wonderfully designed and prepared.

X. New Business:

a. **BFF Pickup point request:** BFF (Backpack For Food) has a vision to provide weekend meals with nourishing food for children in the Cornwall Central School District who currently receive federal free lunch. By the end of the 2014-2015 school year BFF was supplying weekend meals for up to 50 students. BFF has requested that the Cornwall Library approve of BFF using a spot in the library's lobby as a drop off location for the food items that BFF collects. Our current challenge is to get the public to remember us and to make donations to help support BFF. After much discussion a motion to approve an appropriately decorated BFF bin, to be located in the lobby for a three month trial period, made by Carol Stein, seconded by Elisabeth Hellwege and unanimously approved.

XI. Executive Session: none.

RCLS 28th Legislative Breakfast and 56th Annual Business Meeting, Friday, September 18, 2015 at Mt. Fuji Restaurant.

The Orange County Citizens Foundation has organized another Placemaking Tour in Cornwall, for Tuesday Sept 1 from 5PM to 7:30PM. The tour will

give Hudson Valley citizens, community leaders, activists and planning and zoning board members the opportunity to learn more about creating quality places in their own communities. The guided walking tour – which starts and ends at the Cornwall Public Library, will feature presentations by community, business and government officials about success and challenges in the Cornwall community.

Motion to adjourn regular meeting at 8:55 pm by Roberta Sherman, seconded by Janine Bixler and unanimously approved.

Next Regular Board meeting date: September 8, 2015 7PM