

**Cornwall Public Library
Board of Trustees**

September 8, 2015

7:00 to 9:00 PM

Minutes

Meeting called to order by Christine McDonald at 7:05 PM.

I. Roll:

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

Karen Staples, Treasurer

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 August 18, 2015 made by Carol Stein, seconded by Susanne Vondrak and unanimously approved.

III. Financial Review: Following discussion, a motion to approve Warrant #2 in the amount of \$85,265.84 was made by Roberta Sherman, and seconded by Elisabeth Hellwege and unanimously approved. A motion to approve the Profit and Loss Budget vs Actual report for the fiscal year 2014-2015, was made by Susanne Vondrak, and seconded by Carol Stein.

IV. Public Remarks: none.

V. Communications: A thank you note from Karen LaRocca-Fels was received thanking everyone for the wonderful send off and pictures. A letter from RCLS Executive Director, Robert Hubsher was received acknowledging our submission of the Library's "Art Afternoon" Children's program as a candidate, but unfortunately not the recipient of the Member Library Youth Program of the Year award. **Meeting Room requests:** none. **Donations and Grants:** A donation of a bat house was received. This donation was referred to the Garden Committee, who will report at our next meeting with their findings.

September 15, 2015

- VI. **Director's Report:** see written report.
VII. **Staff Report:** see Staff Meeting minutes

VIII. Committee Reports

- a. **Finance Committee:** The Finance committee met last week. There were banking forms to be signed, removing Karen LaRocca-Fels from the accounts. Carol Stein was listed as an additional signer on the accounts. Reenie Oliveto seems to be doing a very good job. Karen Staples informed the Board of Trustees of her intention to step down as Treasurer in the near future. We will need to fill the Treasurer position. A motion to authorize Carol Stein to sign on accounts and talk with banks made by Susanne Vondrak, seconded by Roberta Sherman and unanimously approved. Carol Stein and Karen Staples will meet the new candidate for the Treasurer position to discuss the particulars of the job. The position should be approximately five to six hours per week. Jim Mahoney will meet with Carol Stein and Karen Staples before the new candidate meeting occurs.
- b. **Friends of the Library:** The Friends of the Library met today. They approved \$5,100.00 wish list from Karen LaRocca-Fels which included: mobile Circulation Unit, digital camera, archival protective sleeves for local history maps and plans, and replacements for various children's program equipment.

IX. Unfinished Business:

- a. **Director search:** The search committee has met a few times. Things are looking positive. We are looking to start interviews in the next few weeks.
- b. **Expanded Hours:** Jim has met with Rosaleen Leahy, Circulation Supervisor and will meet with Charlotte Dunaief, Head of Adult Reference, as well as Liz Fisher, Head of Youth Services. The new hours are currently being worked on within the departments, staffing challenges are being reviewed. The proposed hours are: Monday-Thursday 9:30AM to 8PM, Friday 9:30AM to 7PM, Saturday 9:30AM to 4:30PM, Sunday 12:00PM to 5:00PM.

c. **Gas odor & HVAC Issues:** We are waiting for ASTAR to return our call.

d. **Disposal of old equipment:** 4 CPUs stripped of all programs. A motion to dispose of old equipment made by Elisabeth Hellwege, seconded by Roberta Sherman, and unanimously approved.

X. New Business: none

XI. Executive Session: Motion to go into Executive Session at 8:35PM, made by Susanne Vondrak, seconded by Roberta Sherman and unanimously approved. The executive session was held for Personnel reasons. Motion to go out of Executive Session at 9:00PM made by Susanne Vondrak, seconded by Roberta Sherman and unanimously approved.

Motion to adjourn regular meeting at 9:01 PM by Susanne Vondrak, seconded by Roberta Sherman and unanimously approved.

Next Regular Board meeting date: October 13, 2015 7PM