

**Cornwall Public Library
Board of Trustees**

January 13, 2015

7:00 to 9:00 PM

Minutes

Meeting called to order by Susanne Vondrak at 7:07 PM

- I. Roll: Elisabeth Hellwege, Janine Bixler, Christine McDonald, Carol Stein, Roberta Sherman, Karen LaRocca-Fels, Library Director, Karen Staples, Treasurer, Library staff member Ellen Winchell (minutes).
Excused: Suzanne Vizethann.
- II. A motion to approve the minutes of December 9, 2014 made by Carol Stein, seconded by Roberta Sherman.
- III. Financial Review: Following discussion, a motion to approve Warrant #6, in the amount of \$76,803.71 was made by Elisabeth Hellwege, seconded by Carol Stein. A motion to approve the Profit and Loss report vs actual for July 2014 to November 2014 made by Roberta Sherman, seconded by Elisabeth Hellwege and unanimously approved.
- IV. Public Remarks: none
- V. Communications: none. Meeting Room Use: An Application for Use of Community Room was received Jeffrey Cooke DC. The topic to be discussed is educational in nature; the presentation is of the highlights of the President's Cancer Panel 2008-09. Reducing Environmental Cancer Risks. What we can do now-online @pcp.cancer.org. The meeting room application is for February 24, 2015 from 6:30 to 8:00PM. The anticipated attendance for this event is approximately 30 persons. An Application for Use of Community Room was received from Sean Ackerman, of You Leading You. The topic of discussion is a one hour class on the Fundamentals of Podcasting, entitled Shout Out to the World: an Invitation to Podcasting. The meeting room application is for February any open Tuesday or Wednesday from 6:30 PM to 7:30 PM. The anticipated attendance is approximately 25 to 30 people.
Donations: \$110.00 was received from Andrew M. Jacobs, \$75.00 was received from Sevich E. Bridges, a grant of \$530.00 was received from

the Healthy Orange Grant (for composting program), \$250.00 was received from Warren and Mary Mumford, and \$20.00 was received from Maureen Knipp.

VI. Director's Report: see written report. Karen LaRocca-Fels thanks Pam Hawks for her continued work covering for a staff member on leave of absence, as well as for transitioning into her new positions of Technology Librarian and Librarian I. Many thanks also to Pat Rovello for working on the new rate forms for the pages, whose hourly wages were affected by the rise in the minimum wage. Liz Fisher gave a presentation at RCLS about Story Walks and told participants about our program and our partnership with the Hudson Highland Nature Museum. She is currently planning and indoor Story Walk in our library. Pam Hawks has set up an account for the library on Slack, which is a messaging and communication program that allows staff to easily post messages to a common discussion board. It also allows for direct messaging between staff members. RCLS is currently working on installing firewalls and new routers in all member libraries and will be installing Cornwall's sometime in the next few months. The Larkin grant will be distributed through the Dormitory Authority of New York (DASNY) and Karen worked on paperwork for that grant through the end of December and early January. Karen submitted the first batch of paperwork on January 8, 2015. The final grant-funded concerts as part of the "Our Musical Heritage" concert series have been scheduled. There will be a Cajun Music Concert/Dance on Sunday, February 1 at 2:00 and the annual Irish Music Concert will be held on Sunday, March 8 at 2:00. Both concerts will be at Munger Cottage. Story time registration has started for the winter session.

VII. Staff Report: see minutes.

VIII. Committee Reports

a. Community Survey Committee: The Cornwall Public Library Community Survey has been completed, and is available at the Circulation desk and on the library's website. In addition, this survey will be published in the Cornwall Local this weekend. The staff was asked to participate in a different version of the survey, which reflects their points of view and points of view they hear from the public. On the staff version, each staff member is asked to identify the viewpoints shared and list specifically if this is a personal point of view or patron point of view. The Community Discussion Forum will be held on January 28th at 7:00 PM, with a snow date of January 29th at 7:00PM. Tom Weddell, of Vanacore

DeBenedictus DiGovanni and Weddell, will be the facilitator.
Tom agreed to volunteer his services.

b. Foundation and Friends: The End of Year Fundraising brought in \$3,000.00 plus, the funds raised were from a mailing and email reminders. The Golf Outing is currently in the works for 2015. The Friends agreed to fund the supply fees on a scholarship basis for special programs. The Friends agreed to fund the Pizza book discussions. The Friends would provide preservation funds for certain historic paintings. The Trustees unanimously supported this generous offer. The Friends would also like us to add informational plaques to the paintings.

c. Personnel Committee: see Executive Session.

IX. Unfinished Business:

a. Whistleblower Policy: A motion was made by Carol Stein, seconded by Roberta Sherman to approve the Whistleblower Policy.

b. Conflict of Interest form revision for 2015/2016: A motion was made by Carol Stein, seconded by Elisabeth Hellwege to adopt the amended Conflict of Interest Form.

c. Sound Mitigation Project Status: When Prestige was here they noticed there were cracks in the barrel vault ceiling. They also found that when the original sheetrock was done it was not taped or skim coated. Prestige handled this for us. For this unforeseen expense there was a \$1,500.00 change order. A motion was made by Roberta Sherman, seconded by Carol Stein to approve the change order.

X. New Business: a: Budget Committee-The Budget committee will meet on January 20th and January 27, 2015. We received an invoice for \$5,395.00 dated December 29th from The Cornwall Central School District for expenses incurred on the Referendum Vote date. Some of the expenses were for poll workers, legal notices, and food for the poll workers as well as a cost of \$1,679.45 for an Consulting Engineer. A motion to approve \$3,715.60 of the invoice was made by Elisabeth Hellwege, seconded by Carol Stein. (The total approved was excluding the Consulting Engineer fee as the Consulting Engineer was working on behalf of the school district and the library was not appraised of his involvement until after the fact.). Public Library Advocacy Day is February 25, 2015. As of January 1, 2015 the Cornwall Public Library is responsible for a percentage of any refunded property taxes. The idea of Offsite venues for book discussions and other programs was discussed by the board. The Board of Trustees supports the idea in theory and would like Karen LaRocca-Fels to obtain liability information.

XI. Executive Session: A motion to move to Executive Session was made by Elisabeth Hellwege, seconded by Roberta Sherman to discuss a pending personnel hearing. Executive session started at 8:45PM. Motion to adjourn Executive session by Roberta Sherman, seconded by Elisabeth Hellwege, Executive session adjourned at 9:06PM. Motion to adjourn regular meeting by Elisabeth Hellwege, seconded by Roberta Sherman. Meeting adjourned at 9:07.

Next Regular Board meeting date: February 10, 2015, 7:00 PM.