

**Cornwall Public Library
Board of Trustees**

January 12, 2016

7:00 to 9:00 PM

Minutes

Meeting called to order by Christine McDonald at 7:00 PM.

I. Roll:

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

Mary Lou Carolan, New Director

Michelle Mellino, Treasurer

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 December 8, 2015 made by Roberta Sherman, seconded by Tom Dames and unanimously approved.

III. Financial Review: Following discussion, a motion to approve Warrant #6 in the amount of \$100,782.90 was made by Susanne Vondrak, seconded by Tom Dames and was unanimously approved. A motion to approve the Profit and Loss Budget vs Actual report for July 2015 through November 2015, was made by Carol Stein, and seconded by Roberta Sherman and was unanimously approved.

IV. Public Remarks: none.

V. Communications: none. **Meeting Room requests:** none. **Donations and Grants:** Memorial donations on behalf of Jan Dempsey were received.

VI. Director's Report: see written report. March 2, 2016 is Library Advocacy day, the focus of the day is to direct those dollars from the state into the library system. Grace Riario, from RCLS has offered to visit each library to distribute the Trustee manual, and answer any questions. She is available for the February Board of Trustee meeting. A

motion to approve a decorated BFF bin, located in the lobby to remain until the end of the 2015-2016 school year, made by Roberta Sherman, seconded by Elisabeth Hellwege and unanimously approved.

VII. **Staff Report:** see Staff meeting minutes. Emergency Training should be a priority.

VIII. **Committee Reports**

a. **Foundation and Friends:** The Foundation did not meet in December, but did fill 500 envelopes requesting annual support from the community, which yielded \$2,755.00 in donations received. The Foundation will be meeting in the end of January. They appreciate the support from the Trustees. The Cornwall Public Library Foundation is an independent 501(c) 3 non-profit dedicated to developing financial resources in support of Cornwall Public Library. This provides special gifts to enhance Library programs and services. The Foundation is interested in adding new members. After much discussion a few ideas were suggested to increase exposure to The Foundation. The Friends raised \$13,000.00 last year. The family of Janet Dempsey is considering what to do with the memorial contributions received so far, many suggestions are being considered. The Friends are asking for staff wish lists for 2016, they would like to increase museum passes for CPL they shared a few additional ideas for support they are considering.

b. **Garden Committee:** The Rovello family wants the existing garden to be expanded and for it to be interactive. The vision is to entice children to get into the garden, and to have endowment programs through the summer. Susanne Vondrak will sketch out some of the ideas. The shed should be reexamined to make sure we are using the space to its maximum design and advantage. The committee members would like to meet with Liz Fisher to share design ideas. Janine Bixler will contact local scout troop to inquire about involving an Eagle Scout candidate.

IX. **Unfinished Business:**

a. **Gas odor & HVAC Issues:** A motion to authorize Mary Lou to manage termination of contract with ASTAR and to

initiate a new contract with United in the amount of \$11,702.00 made by Janine Bixler, seconded by Tom Dames and unanimously approved.

b. **Budget Meeting Dates:** There will be a meeting next Thursday, and a list of dates will be provided at that time. The Annual 2016 Budget Vote date is tentative for April 19, 2016. Budget meetings will be some time in February to be determined. *Update The Annual 2016 Budget Vote date is now confirmed as April 12, 2016.

X. New Business:

a. Banking: We are making progress with changing banks to Orange County Trust. In the next six to twelve months we will be working on a new strategic plan.

XI. Executive Session: Motion to go into Executive Session at 8:35 PM, made by Elisabeth Hellwege, seconded by Tom Dames and unanimously approved. The executive session was held for Personnel reasons. Motion to go out of Executive Session at 8:51 PM made by Elisabeth Hellwege, seconded by Roberta Sherman, and unanimously approved.

Motion to adjourn regular meeting at 8:52 PM by Tom Dames, seconded by Elisabeth Hellwege, and unanimously approved.

Next Regular Board meeting date: February 9, 2016 7:00 PM