

**MAMAKATING LIBRARY
BOARD of TRUSTEES MEETING
JUNE 3, 2010**

PRESENT: Trustees Barbara Semonite, Bob Andersen, Kevin Reardon, Jeanne Roosa, Terry Stiano, Ron Weathers, Fran Staats, Director Evelyn Alvarez

ABSENT: Public Relations Consultant Beth Texter (excused)

The meeting was called to order at 7:07 p.m. in the community room of the library. The proposed agenda was adopted under a Stiano-Weathers motion, all in favor.

MINUTES:

A Roosa-Stiano motion to accept the minutes of the May 5th meeting as submitted was carried unanimously.

TREASURER'S REPORT:

See attached:

Treasurer's Report May 31, 2010

Mamakating Library Results of Operations May 31, 2010

Direct debits are still being finalized as we proceed in closing the Bank of America account. Vouchers were reviewed and signed.

A Staats-Stiano motion accepted the Treasurer's report as submitted, all in favor.

CORRESPONDENCE:

Evelyn will send a thank you note to the Bloomingburg Fire Department for the table they donated as well as one for storing the library float for us until the Memorial Day parade. The planters beautifying the library entrance were donated by Sullivan Renaissance; Evelyn's note for this can be directed to Bill Maher, care of the Village Office.

DIRECTOR'S REPORT:

See attached:

Written Director's Report

Statistics for May 2010 in format allowing for review of trends

About one hundred flyers will be sent out promoting this year's summer program. This will be done through a random mailing based on registration cards of users over the last year and a half. All students at the school registrations have been given them already.

OLD BUSINESS:

Getting word out on name change: A copy of the registration has been provided to RCLS. A form letter should be drafted by Evelyn to be enclosed with all correspondence informing of our name change.

Parade: On behalf of board and staff, President Barbara Semonite thanked the Friends of the Library for their outstanding work on the Memorial Day Parade. Both the float and the information booth brought much attention to our growing library and its efforts to serve our community. The *Survey* information gotten from non-patrons will be very useful. The many hours of hard work put in by Michelle Gruberger and her committee have resulted in dynamic public relations from this event and are greatly appreciated by all.

Website: Updates needed on the website were listed.

New Hire: Evelyn's recommendation on the prospective candidate for the part-time Libray Typist position will be brought to executive session. Evelyn has had interviews and has interested candidates for the second authorized part-time position.

Building and Maintenance: Evelyn is gathering information on power washing for the exterior of the building.

Current Program Evaluations: Programs were offered in May in four areas. Weekly Story Time for the month of May showed eighteen (18) in total attendance. Homework Help had attendees on 5/6; three (3) in number. The Adult Book discussion had one (1) in attendance. The Teen Book Discussion report will be submitted at a later date. Publicity for the programs was discussed. Friends with Flyers has members who have agreed to post flyers in local centers and businesses, awaiting receipt of flyers to do so.

Emergency Plan – subcommittee: A floor plan for emergency exit posting has been drawn up. Ron and Kevin continue working on this plan and will make recommendations for policy to the board upon completion.

Summer Programming update: see Director's Report

Photo Release form: see adoption May 5th minutes

RCLS Meeting: The third and final regional meeting to give area trustees an opportunity to learn about and discuss a number of issues important to the future services of RCLS will be held in our community room at 7:00 p.m. on Wednesday, June 10th. Registration is required at the RCLS website. Terry will arrange for refreshments.

ILL Usage: Evelyn provided the board with the number of inter-library loan books sent (279) and the number borrowed (427) with presentation allowing for comparison to usage statistics for each month so far this year.

Field trip to Florida Public Library: A trip will be planned in the near future to view the modular construction used in this library as presented by Ron Weathers at our April meeting.

NEW BUSINESS:

Elections: Terry Stiano will again serve as chair of the trustee elections to be held in August. See attached checklist for time table and procedures to be followed. Jeanne, Kevin and Ron, who will be running this year, were asked to write a short biography including their purpose or reason for running in order to provide the voting public with candidate information. Terry reminded that there are no county rules for conducting the election; we make and follow our own. This year the polls will be open from 12:00 p.m. to 8:00 p.m. Voting will not be for a particular seat; it will be for end of term and expansion of board. The three candidates highest in votes received will be deemed elected.

NEH Grant: Application for this grant must be made to RCLS by June 11th. Books and scholar stipend would be covered by the grant. Two possible scholars were suggested to Evelyn who will work on the application.

Revised Handbooks: Evelyn provided a copy of the newly revised *Handbook for Library Trustees of New York State, 2010 edition* for each trustee.

PUBLIC COMMENT:

Carol Weathers suggested sending letters to English Language Arts teachers in school districts we cover as a way to increase attendance at the Young Adult Book Discussions. She asked for procedure on booking the community room for Friends' meetings. Carol provided additional details from the Friends' Memorial Day event depicting the excitement and energy of the day from dancing clown to float to booth. She passed along information they'd gained that could be useful in the future such as using PDF format and blowing up bookmarks to make posters. The banners made will be available for future use as will the booth, which the Weathers personally purchased.

Michelle Gruberger saw the Memorial Day event as highly effective in bringing information about the library to the public. She asked what the Friends could do to further help in getting the word out about the library or in any area as needed. T-shirts with the library logo were given to helpers of the day and also might make a future fund raising item. Michelle also offered help in developing an email data base and in the meantime offered to forward flyers and public relations materials through her own extensive base as a realtor in the area. Evelyn will get the flyer for the summer program to Michelle.

Rita Bellomo sought additional information on the salary of the new library typist, which will be determined in executive session. She informed the board that the automatic setting for the air conditioning in the community room might suffice at a lower setting. Mrs. Bellomo sought further explanation about the new meter system for the library's water bill. She also suggested that the Wallkill and Orangeburg libraries might be a better match for referencing periodic personnel policy reviews; suggestion to be taken under consideration.

President Barbara Semonite thanked all for their comments.

At 8:25 p.m. a Roosa-Andersen motion recessed the board to executive session, all in favor, to discuss the director's new hire recommendation. No action was taken in executive session. The board returned from executive session at 8:57 p.m.

At 8:57 p.m. the meeting returned to open session.

- An Andersen-Stiano motion authorized Evelyn to offer the Library Typist position to her recommended candidate, provided reference checks produced no negative reports, on a provisional basis in part-time capacity at \$10/ hr. salary.

At 9:04 p.m. a Roosa-Andersen motion returned the board to executive session, all in favor, to discuss personnel evaluation processes. No action was taken in executive session. The board returned from executive session at 10:00 p.m.

The meeting was adjourned at 10:00 p.m.

The next board meeting will be Wednesday, July 7th at 7:00 p.m. in the community room.

Respectfully submitted,

Fran Staats
Secretary, Board of Trustees