

**MAMAKATING LIBRARY  
BOARD of TRUSTEES MEETING  
MAY 5, 2010**

**PRESENT:** Trustees Barbara Semonite, Bob Andersen, Kevin Reardon, Jeanne Roosa, Fran Staats, Ron Weathers, Director Evelyn Alvarez, Public Relations Consultant Beth Texter  
**ABSENT:** Trustee Terry Stiano (excused)

The meeting was called to order at 7:02 p.m. in the community room of the library.

**TRUSTEE APPOINTMENT:**

Kevin Reardon was appointed to the seventh trustee position by a Roosa-Andersen motion, all in favor. This appointment will be in effect until the August election.

**MINUTES:**

An Andersen-Roosa motion to accept the minutes of the April 7<sup>th</sup> meeting as submitted was carried unanimously.

**TREASURER'S REPORT:**

See attached:

Treasurer's Report April 30, 2010

Mamakating Library Results of Operations April 30, 2010

Direct debits are being transferred from the Bank of America account to the new Jeffersonville account. Once completed the Bank of America account will be closed.

The additional Orange and Rockland bill was due to the initial deposit having been underestimated.

The Travelers' bill was due to their overestimation on the audit of employees' annual wages for Workers' Compensation. Our actual audit information is being submitted to correct the overestimation.

Vouchers were checked and signed.

An Andersen-Weathers motion accepted the Treasurer's Report as submitted, all in favor.

**CORRESPONDENCE:**

A note was received from Marcelle Matthews volunteering her and her daughter's help in the summer program.

An RCLS Regional Meeting will be held at our library on Wednesday, June 9<sup>th</sup> at 7:00 p.m. in the Community Room. Future services from RCLS will be discussed. Interested members of the public may register online to attend. ([www.rcls.org](http://www.rcls.org))

## **PUBLIC RELATIONS AND FRIENDS OF THE LIBRARY:**

### Public Relations: Beth Texter

- Logo: Revisions to the logo have not yet been returned by *Faithful Design and Print*. Adoption will be postponed to a future meeting.
- Press release: Beth will put out a press release bringing attention to our name change, the expansion of the board to include our new trustees, and the address of our website.
- Website: Improvements to be made this month will include
  - replacing the home page narrative with our mission statement
  - adding the new trustees to the contact us page
  - getting old dates off the 'burst' on the home page
  - adding a contact to the trustees on the contact us page
- Summer Reading Program: One promotion planned for this will be the *Summer Newsletter*, planned for the beginning of June.
- Computers:
  - The capability of the Director's computer was discussed. Evelyn will get cost information on updating software that would help to move the library along technologically.
  - Virus protection was discussed. Computers and upgrades run through RCLS have the current best protection. Our other library computers also have virus protection. Additionally, patrons use memory sticks for CD drives and floppy discs stay in the library.

### Friends: Beth Texter

- Friends' booth at Memorial Day Parade: Michelle Gruberger will chair this event. Possible activities were discussed; a meeting will follow. A float is being planned as well as an information booth on the library with flyers and panel cards. The legal possibilities of holding a raffle under the Friends current incorporation status will be explored. Parade participants will be covered by the Bloomingburg policy.

## **DIRECTOR'S REPORT:**

See attached:

Written Director's Report

Statistics for April 2010

President Barbara Semonite presented a form for future use that would enhance statistical reports to the board by enabling us to look at trends in addition to comparisons.

Evelyn has volunteered to serve on an RCLS sub-committee steering its move to a more modern system. Her participation will ensure input representing the needs of small libraries as well as facilitate our own transition to it.

## **OLD BUSINESS:**

New Hire: Evelyn will be getting our advertisement to the *Shawangunk Journal* as well as to the Town of Mamakating blue screen. She will be looking for two part-time library typists.

### Building and Maintenance follow-up:

- The roof leak has been repaired.
- Dan has looked at the hole in the bathroom wall and will return to repair.
- Power washing the exterior siding was discussed. Evelyn will get permission from Shalom, then contact John Klein to see if he could do it.
- Utilities:
  - Orange & Rockland has four meters in our building; each meter is a separate account. The downstairs library has two meters, front and back. The community room has one meter. The storage space above the *Kozy* is understood to be on Kathy's meter and therefore to be her storage space. Bob and Evelyn will verify this for certainty. We will then meet with Kathy to equitably resolve use of that storage space.
  - The new water meter system for the building has been set up with individual meters; one for the library and one for Kathy's. We will be paying for our own metered usage only and should see a decrease in expense over the previous arrangement.

Current Program Evaluation: Program evaluation forms for Story Hour and Homework Help will be submitted at the July board meeting, covering April, May and June. The Young Adult Book Discussion is held on alternate months, next occurring in May. No written report was submitted for the April Adult Book Discussion, which two attended. Evaluating programs for their development was discussed.

WiFi: Securing this service for the library was revisited. Estimated costs were reviewed. Discussion included percentage of libraries having it, patron interest expressed as well as advantages to going through RCLS to secure it. This is seen as a desired service and a future direction; decision deferred at this time due to cost.

Disaster Plan: President Barbara Semonite appointed Ron Weathers and Kevin Reardon to to be a committee to develop a disaster plan for the Mamakating Library.

Policy reviews: Personnel Policies should be periodically reviewed. Comparisons with other libraries', such as Cornwall's, would be helpful.

## **OLD BUSINESS CONT'D.**

### Plans for Summer Reading Program: update

- Programs:
  - Every Tuesday from June 29<sup>th</sup> through August 24<sup>th</sup> from 2:30 – 4:30 p.m. there will be a reading and games session.
  - Chess will be held every other Friday.
  - Performers for special programs have been confirmed.
- Publicity:

Flyers have been prepared for distribution at district kindergarten registrations.

- Grants and Funding:
  - Evelyn has secured two RCLS Summer Grants at \$300 each for the program.
  - Aileen Gunther funds can be directed to this purpose.
- Personnel: Ashley will be assigned for two hours once a week to assist Evelyn. Marcel has offered to volunteer. Evelyn feels this will be enough staffing.
- Photo Release Form: is prepared and will be presented to the board at earliest opportunity.

## **NEW BUSINESS:**

Computer upgrades were discussed.

Purchasing Policy/ Guidelines: Using local vendors whenever possible was reiterated. In addition to supporting local businesses, shipping costs would be saved.

Getting name change out: A form letter should be drafted to be enclosed with all correspondence informing of this change.

## **PUBLIC COMMENT:**

Rita Bellomo discussed her concern that twenty-five percent of our library services are being used by outside district patrons. She connected the difficulty we have with limited space. Mrs. Bellomo asked to have her comments recorded to the minutes. Secretary Fran Staats cited minutes practices followed by the board (section 2, number 6) inviting Mrs. Bellomo to submit comments she wished recorded verbatim in writing and they would be attached to the record.

Carol Weathers praised the enthusiasm the Friends are bringing to the Memorial Day program. She would like to see the survey available to non-patrons that day, as our current results have only canvassed patrons.

At 8:55 p.m. a Semonite-Andersen motion recessed the board to Executive Session, all in favor, to discuss personnel matters. No action was taken in Executive Session. The board returned from Executive Session at 9:55 p.m.

At 9:55 p.m. the meeting was returned to open session.

- A Roosa-Weathers motion adopted the photo release form, all in favor.
- Discussion was held concerning the suggestion that a possible solution to the space constraints we're experiencing in providing inter-library loan services to out of district patrons might be to place a sanction, mandating that they pick up their books in their home library. Both space and service considerations were debated, with further consideration deemed necessary.

The meeting was adjourned at 10:20 p.m.

The next board meeting will be Wednesday, June 2<sup>nd</sup> at 7:00 p.m. in the community room.

Respectfully submitted,

Fran Staats  
Secretary, Board of Trustees

