

**MAMAKATING LIBRARY  
BOARD of TRUSTEES MEETING  
APRIL 7, 2010**

**PRESENT:** Trustees Barbara Semonite, Bob Andersen, Jeanne Roosa, Fran Staats, Ron Weathers, Director Evelyn Alvarez, Public Relations Consultant Beth Texter  
**ABSENT:** Trustee Terry Stiano (excused)  
**GUESTS:** Don Brent, Friends of the Library President

The meeting was called to order at 7:06 p.m. in the community room of the library.

**ORGANIZATIONAL:**

The meeting was opened with a welcome to the public by President Barbara Semonite. The receiving of our permanent charter from the State Education Department was celebrated.

Having held a Special Meeting on March 16<sup>th</sup> for the purpose of allowing public discussion of proposed changes to our by-laws and having established that a quorum as defined in our by-laws was present, resolutions for official changes to our by-laws were made:

- A Roosa-Staats resolution to change the name of the library from Town of Mamakating District Library to Mamakating Library carried unanimously.
- A Roosa-Staats resolution that we expand the board to seven members carried unanimously.
- Ronald Weathers was appointed to trustee position by President Barbara Semonite with unanimous approval by other trustees. That appointment will be effective until the August election. The oath of office was signed and notarized.
- Kevin Reardon has indicated that he will accept appointment to the seventh trustee position, which would likewise be in effect until the August election.

**MINUTES:**

A Roosa-Weathers motion to accept the minutes of the meetings of March 3<sup>rd</sup> and March 16<sup>th</sup> as submitted was carried unanimously.

**TREASURER'S REPORT:**

A Staats-Weathers motion accepted the Treasurer's Report as submitted, all in favor.  
See attached:

- Treasurer's Report March 31, 2010
- Mamakating Library Results of Operations March 31, 2010

Jeanne has opened a checking account in The First National Bank of Jeffersonville, as authorized. Some money is being left in the Bank of America account until all checks have cleared; that account will then be closed for reasons recorded. Since the rate at this time was better for a savings account than a CD, a savings account was opened at Jeff Bank as well.

Vouchers were checked and signed.

## **CORRESPONDENCE:**

The New York State Retirement System has informed us of its regulation that the resolution which commenced our membership and its date must be posted in the library.

The Sullivan Public Library Alliance will hold the Annual Legislative Brunch on Thursday, May 20<sup>th</sup> at 11:00 a.m. at the Ethelbert B. Crawford Public Library in Monticello.

## **PUBLIC RELATIONS REPORT:**

### Beth Texter:

Website: Ongoing attention is being given to keeping the website up to date.

Logo: Revisions to the logo have not yet been returned by Frank Romanek. Adoption will be postponed to a future meeting.

Community Survey: (see attached)

- One hundred five (105) surveys were returned. Responders were diverse in their use of the library and in their ages. Responses were primarily favorable.
- Input from non-patrons would be significant as well. Beth suggested that Friends might be willing to canvass non-patrons to find out what their thoughts are.
- We can respond to the survey in the upcoming newsletter. Beth will also put out a press release about the survey and will bring attention to its being on the website.

### Don Brent, Friends of the Library:

Friends' Book Store: The Friends have alphabetized the books in their book store to make it easier for customers to find desired titles. There will be a book sale following the April 24<sup>th</sup> meeting. It is hoped to make this a monthly practice.

Friends for Flyers: Work continues on putting together a list of desired locations for flyer placement. Plastic holders have been donated by Krist.

## **DIRECTOR'S REPORT:**

Written Director's Report attached. No written statistics were submitted. A verbal comparison between March '09 and March '10 library use statistics was made.

Summer Reading Program, tentative plans attached. Preliminary discussions were had regarding possible staffing needs as well as possible school contacts to be made to generate participation.

Evelyn is drafting a photo release form which she will submit to the board for possible adoption.

## **OLD BUSINESS:**

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New Hire: We are now in our eighth month of the search. Evelyn will submit advertisement content to Sheila Lashinsky, Personnel Technician, SCCS for approval: Library Typist position, a Civil Service position, 20 hrs./wk., skills needed: computer, data entry, customer service.

Once approved, Evelyn will advertise on the RCLS website, our website, in the library and in the Shawangunk Journal. If the position remains unfilled after one month, advertisement will be expanded to include the Times Herald Record.

Building and Maintenance follow up: Evelyn will speak with Dan DePew regarding the recurring leak in the library. Dan has contacted the President of the Board regarding the delay in payment for snow removal.

Evelyn will purchase a step stool for the community room so that Friends or patrons who are accessing the top shelves can do so safely. Our guideline to shop locally was reiterated.

Annual Report: Assessing our input in the Annual Report has prompted action on drafting a disaster plan for the library. Evelyn is collecting samples of other such library plans in use and will present her findings.

A.U.D. (Annual Update Document): Evelyn has been advised that her report has been received and that she will be contacted if there are any questions or problems.

Program Evaluations: Written program evaluations were submitted. Story Time (every Friday) had attendees three times in March, serving four (4) children and four (4) adults in total. Homework Help (every Tuesday and Thursday) had attendees four (4) times this month, serving fourteen students in total. Teen Book Discussion (every other month) served three (3). Adult Book Discussion (once per month) was not held. There were no special programs this month. Evaluation comments were not reported.

Policy Reviews: Library Card Policy. Amending this policy to allow for limited immediate borrowing upon applying for a card was discussed. Records of loss were presented. A decision was made to allow new patrons to choose free books from the Friends' Book Store at the time of application. Card mailing verifies patron address and should arrive within a week. Therefore, no revision of this policy will take place at this time.

Plans for Summer Programming: see Director's Tentative Summer Reading Proposal, attached. Ending date was changed to August 24<sup>th</sup>.

Setting Goals for Future Space: Ron Weathers presented a very informative session on Florida, New York's library which was economical in its construction through use of modular units; labor provided through the New York State Correctional Facility. Ron shared enlarged copies of the actual floor plan used in construction as well as pictures he had taken of the interior and exterior which could be arranged as a pictorial overlay. Questions and answers

followed.

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**NEW BUSINESS:**

There was no new business.

**PUBLIC COMMENT:**

Michelle Gruberger, a professional realtor and new Friend, offered tips pertaining to our future space and offered to serve on a site committee. She volunteered ideas, time and services to contribute to both the Summer Reading Program and the Friends of the Library.

Julius Greenberg questioned how library district lines defined where he could become a library member and where he could make use of library services. President Barbara Semonite welcomed the opportunity to clarify this before the public. She explained that those within our lines are eligible for our card; those outside need to take cards out in their own district library. Our library staff will be pleased to help identify a resident's district and provide information on use. All RCLS member library cards are honored at Mamakating Library.

President Semonite thanked the public for their comments, questions and attendance.

At 8:45 p.m. a Roosa-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.

The meeting was adjourned at 9:58 p.m.

The next board meeting will be Wednesday, May 5<sup>th</sup> at 7:00 p.m. in the community room.

Respectfully submitted,

Fran Staats, Secretary  
Board of Trustees

