

**MAMAKATING DISTRICT LIBRARY
BOARD of TRUSTEES MEETING
FEBRUARY 3, 2010**

PRESENT: Trustees Barbara Semonite, Bob Andersen, Jeanne Roosa, Fran Staats
Director Evelyn Alvarez, Public Relations Consultant Beth Texter

ABSENT: Terry Stiano (excused)

GUESTS: Ron Weathers

PUBLIC: Carol Weathers

The meeting was called to order at 7:03 p.m.

MINUTES:

A Roosa-Andersen motion to approve the minutes of January 6th was carried unanimously.

TREASURER'S REPORT:

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

See attached:

Treasurer's Report January 31, 2010

Mamakating Library District Results of Operations January 31, 2010

The check from the town for \$250,000 has been received and deposited.

Under a Staats-Andersen motion Jeanne was authorized to move \$100,000 from the Operating Fund to the Capital Fund, all in favor.

Jeanne researches best interest rates on short term CDs in anticipation of upcoming maturity dates, keeping in mind that this year's expenses will vary from last's e.g. we have passed the year's grace in rent, we will have a new employee.

Vouchers were signed.

CORRESPONDENCE:

Barbara submitted a copy of a letter she has written to Sue Martz thanking her for her many years of service and requesting a written note making her resignation from the Board official, regretfully. No response has been received.

PUBLIC RELATIONS REPORT:

Friends Group:

- Open House saw a few new members come in and it was a pleasant morning, with traffic from the Kozy also bringing customers to the book sale. \$65 in sales were made, with \$20 going to coffee expenses. Beth was thanked for donating the donuts.

PUBLIC RELATIONS REPORT CONT'D:

Friends Group Cont'd:

- Beth and Don are drawing up a list of locations to be targeted in the 'Friends with Flyers' publicity plan. Jean Kelly of Krist Office Supplies in Monticello has been approached about donating plastic flyer holders. Plans will hopefully be begun at the February meeting.

Public Relations:

- Beth is working on the narrative for *RCLS Highlights*.
- Two logos were reviewed. Beth will email copies as well.

Website:

A changeable copy box has been added to the front page of the website. It is a quick response spot which can be used for snow closings or news. It will be changed frequently to keep its attraction.

DIRECTOR'S REPORT:

Written Director's Report attached.

The Programs Work Session plan for using an evaluation form for completed programs was discussed.

OLD BUSINESS:

New Hire: See Director's Report

Website:

- The website shows no announcements with expired dates. The announcements for upcoming programs need to be put on.
- Website projects still needing completion are: putting on the Community Survey, putting on all policies, and putting on a virtual 'suggestion box'.

Building and Maintenance follow-up: See purchasing tracking, attached.

Annual Report: Review of the Annual Report was held til the completion of business; the remainder of the meeting was then dedicated to that task. At close of review, Board approval remained pending; changes and completions to be forthcoming. The report must be received by RCLS by Feb. 12th.

AUD (Annual Update Document): This will be submitted to the Comptroller by March 1st.

NEW BUSINESS:

The Village has received a grant and low-interest loan for improvements to the water system. They are requesting permission to cite the library's community room on the Memo of Understanding they must submit as a location for public hearings they may be holding. Given that the community room is ADA compliant and with the understanding that the maximum room capacity is thirty (30) people, use of room was offered under an Andersen-Roosa motion, passed by majority with Semonite abstaining.

PUBLIC COMMENT:

No public comment was made.

At 8:55 p.m. an Andersen-Staats 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 9:35 p.m.

The meeting was adjourned at 9:35 p.m.

The next Board Meeting will be Wednesday, March 3rd at 7:00p.m. in the Community Room.

Respectfully submitted,

Fran Staats
Secretary, Board of Trustees