

MAMAKATING DISTRICT LIBRARY
BOARD of TRUSTEES MEETING JANUARY 6, 2010

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

The meeting was called to order at 7:00 p.m.

MINUTES:

A Roosa-Semonite motion to approve the minutes of the December 2nd meeting was carried unanimously.

TREASURER'S REPORT:

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

Mamakating District Library 2010 Budget
Mamakating Library District Profit & Loss January through December 2009
Treasurer's Report December 31, 2009
Mamakating Library District Results of Operations December 31, 2009

Jeanne suggested that once the Workers' Compensation fine question is resolved, we consider moving additional money into the Capital Fund.

A Semonite-Staats motion authorized Jeanne open an account with Jeff Bank and gradually close the one in Bank of America. Reasons included the preference for giving our business to a local bank and clearer terms for the FDIC limit guarantee.

Judy needs 1099's for John Turbin and Lisa Metz. Evelyn will send these.
Vouchers were signed.

CORRESPONDENCE:

Cassie Artale informs us that our registration is on the agenda for the February meeting of the Board of Regents, and that all looks in order. It is possible that we will then be able to bring on additional trustees in March.

Dick Bell, President of the Board of Trustees of the Thrall Library, shared a letter of concern about the service fee plans RCLS is considering for 2011 as a means to find its needed revenue increase. The topic will be discussed at the RCLS Board Meeting meeting on January 19th.
Beth will be attending.

PUBLIC RELATIONS REPORT:

Beth's written work plan terms for 2010 were submitted and will be addressed in Executive Session.

Friends Group:

- Open House will be from 9-12 on Saturday, January 23rd. Advertisement is up on the web. There will be a Business Meeting and a Book Sale. Refreshments will be served.
- 'Friends with Flyers' is an idea for increasing publicity on library programs. This will be discussed at the January meeting.
- All money advanced to the Friends by the library has been repaid in full.

Website: The website is up to date. The problem with the calendar has been corrected so that it can be accessed by all patrons. The 'comments' section on the 'contact us' page has been connected to Evelyn's email so that patrons' comments can be received and responded to.

DIRECTOR'S REPORT:

No written report was submitted. Statistical comparison between total circulation '08 and '09 is attached, showing almost doubled usage but with increased out-of-district patron usage of noted.

The Director verbally reported on:

- the Annual Report
- space difficulties impacting the audio-visual collection
- cost information on carpet runners; Board directed that company be contacted for same
- A Roosa-Staats motion authorized the expenditure of \$1982 to put blinds on the remaining library windows, all in favor. This will protect the collection from sun fading.

OLD BUSINESS:

New Hire: The second list from Civil Service has not produced an active applicant for the Library Typist position. Evelyn will contact Wendy Willis to discuss alternative strategies for the search.

Website: Library closings for February (Martin Luther King's Birthday, Presidents' Birthday) should be entered onto the website calendar.

Building and Maintenance follow-up:

The final copies of work session notes on Building and Maintenance and on Programming were shared, clarifying expectations for evaluations that have been adopted this year.

John Klein should be contacted by Evelyn to arrange that he shovel and salt each time it snows. He should also be contacted for special situations as needed.

Annual Report will be distributed to the Board three weeks prior to its due date at RCLS (February 12th).

Open House tentatively scheduled for February will be held instead as a celebration to follow our successful registration, probably in April.

NEW BUSINESS:

Policies: Policies readopted on 12-2-09 were

- Policy for Bulletin Boards
- Library Card Policy
- Policy for Library Card Eligibility
- Confidentiality Policy
- Community Room Policy
- Computer Public Access Policy
- Donations Policy
- Nondiscrimination Policy
- Sexual Harassment Policy
- Unattended Children Policy

The F.O.I.L. Policy stands as adopted on 5-7-09.

The Policy for Library Service to Non-Residents stands as modified on 7-8-09.

That collects all policies adopted thus far.

A.U.D: The Annual Update Document is due to the Comptroller on 3/1. Brenda Adams, RCLS, is a contact for any questions about this new report.

Amnesty Week: Beth will bring information for an April tie-in to Library Month.

PUBLIC COMMENT:

Public inquiries concerned usage statistics comparing our former Bloomingburg location with our present Wurtsboro location, breakdown of statistics into juvenile and adult categories, the current financial stress in the town; how we are financed; how many on the staff receive benefits and what they encompass, our affiliation with Literacy Volunteers of America, the local elementary school's summer program at our library site, and the most effective way to donate to the library's collection. Further discussion concerned summer library users who are covered by neither Mamakating nor Ellenville as well as the direction envisioned for the library in the next ten years.

The Director and Board thanked Mrs. Carol Weathers for her generous donation of \$100 for the purchase of Newberry Award books as needed in our collection.

President Barbara Semonite thanked Don Brent and Carol and Ron Weathers for their input and attendance.

At 8:35 a Roosa-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 9:20 p.m.

Beth Texter's Terms of Agreement for 2010 was found satisfactory by the quorum present.

The meeting was adjourned at 9:25 p.m.

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

Respectfully submitted,
Fran Staats, Secretary