

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

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

**ABSENT:** Trustee Terry Stiano (excused), Director Evelyn Alvarez (excused )

**GUESTS:** Ron Weathers

**PUBLIC:** Carol Weathers

The meeting was called to order at 7:10 p.m.

**MINUTES:**

An Andersen-Roosa motion to approve the minutes of February 3<sup>rd</sup> 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 February 28, 2010

Mamakating Library District Results of Operations February 28, 2010

Jeanne provided corrections to last month's Results of Operations and noted that some corrections remain outstanding on this month's. She will provide the corrected copy.

\$100,000 has been transferred into the Capital Account, as was authorized. Jeanne will be opening a new account at the Bank of Jeffersonville following the April Board of Trustees meeting.

Vouchers were signed.

**CORRESPONDENCE:**

There was no correspondence to be shared.

**PUBLIC RELATIONS REPORT:**

Friends Group:

- The February meeting had to be cancelled due to weather.
- The March meeting will pick up on starting the 'Friends with Flyers' initiative

Public Relations:

- Beth shared her proposed narrative for the *RCLS Highlights*. The positive tone and content were much approved. Thank you, Beth.
- The logo chosen was the open book. Typeface was discussed. Beth will come back

with typeface looks to compare.

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## **PUBLIC RELATIONS REPORT CONT'D:**

### Website:

- The Mission Statement will replace the current text on the home page.
- Conflicting understandings regarding the legality of citing book titles when promoting upcoming discussions on the programs page need to be resolved. Evelyn will be requested to email text against doing so for consideration.
- Three policies which were considered as not appropriate to the web page will not be placed there. They are F.O.I.L., Non-discrimination, and Confidentiality. These were deemed to be more intended for internal use, pertaining to procedures. We have these policies in place, as we should, but will not post them on the website.
- One policy which will need to be revisited is the Library Card Policy. In August '09, a patron complaint about not being able to take books out on the same day as getting a library card was responded to with a promise to look into this. Checking with other libraries indicated it was common practice to allow this.

## **DIRECTOR'S REPORT:**

Written Director's Report 3/5, see attached. No statistical data was submitted.

## **OLD BUSINESS:**

New Hire: awaiting Director's Report

Building and Maintenance: awaiting Director's Report

Annual Report, follow up questions: awaiting director's attendance

AUD (Annual Update Document): awaiting Director's Report

January and February programs, written evaluations: awaiting Director's Report

Special Meeting: Tuesday, March 16 at 7:00 p.m. in the Community Room

While the Board of Regents has not yet taken up our agenda, Cassie Artale assures us that we can expect this to have taken place by our next Board Meeting. Therefore, by order of the President of the Board, this special meeting is called for the purpose of discussing these changes to the by-laws:

- changing the name of the library from the Town of Mamakating District Library to the Mamakating Library
- expansion of the board from five to seven members

Voting on the amendments discussed will take place at the April Board Meeting.

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**NEW BUSINESS:**

Procedure for emergency closing of the library: While it is the Director's role to determine necessary emergency closing of the library, henceforth this decision must be communicated to the President of the Board of Trustees, or the next ranking available officer, prior to enacting the closing.

Plans for summer programming: awaiting Director's Report

Setting goals for future space:

- current lease status and options: We are half way through our three year lease. We could add two more years, one year at a time. We could renegotiate terms.
- Florida's library is a modular put together through the services of the Mid-Hudson Correctional Facility. Their plans were done by a private sector architect. Ron will look into additional information on this topic. All were encouraged to visit.
- Since the full board will be present in May, we will wait until then to discuss matters of such importance as
  - having a library architect present the benefits of contracting such services
  - tentatively inviting Shalom to present purchasing options

**PUBLIC COMMENT:**

No public comment was made.

At 8:35 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 9:05.

The meeting was adjourned at 9:05 p.m.

The next Board Meeting will be Wednesday, April 7<sup>th</sup> at 7:00 p.m. in the Community Room.

Respectfully submitted,

Fran Staats  
Secretary, Board of Trustees

