

## MAMAKATING LIBRARY BOARD of TRUSTEES MEETING - SEPT 2, 2009

**PRESENT:** Trustees Barbara Semonite, Bob Andersen, Jeanne Roosa, Terry Stiano, Director Evelyn Alvarez, Public Relations Consultant Beth Texter

**ABSENT:** Trustee Fran Staats, Trustee Sue Martz (ex-officio)

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

### **MINUTES:**

An Andersen-Roosa motion to approve the minutes of the August 12 meeting as amended carried unanimously. Amendments: 1. The camera to be purchased is a digital one, rather than a 35mm one. 2. Beth did receive the community addresses; Evelyn to investigate getting a differently sorted list from the assessor's office.

### **TREASURER'S REPORT:**

A Stiano-Andersen motion to approve the Treasurer's Report as submitted was carried unanimously. Jeanne has asked for a meeting with Jonathan Rouis to get his advice on processing and maintaining financial matters. She will bring that information and her recommendations to the work session on September 16, which will be devoted to revising and developing better and more timely procedures for all aspects of finance. Evelyn was asked to attend this work session.

### **PUBLIC RELATIONS REPORT:**

#### **Friends of the Library:**

- Beth reported on the great success of the recent book sale, which brought in \$245.95, selling books at 25 and 50 cents each.
- The Friends group now has raised \$425.95 with \$278 due to Cornwall Library for the Carolyn Turgeon books. Beth would like to keep the ones she still has as they are still selling and she is confident that more will sell as the holidays approach. After that, remainders can be returned to the publisher.

#### **WEBSITE:**

- Evelyn is agreeable with having Beth be the primary contact with Frank for the website. She will be updating him on Fridays and he will have any additions and changes in place on Mondays.
- A Roosa-Stiano motion approving the following three recommendations for the website carried unanimously:
  - Create a calendar page - \$5.95 one time charge
  - Create a Friends page - \$5.95 one time charge
  - Create a Board Meeting Minutes page - \$5.95 one time charge
  - Add the community survey with the ability to complete and return it electronically. - \$40. for 2 hours work

## **DIRECTOR'S REPORT:**

See attached:

- written Director's Report
- statistical comparisons between Aug. '08 and Aug. '09

Evelyn reported on progress with the Library Typist hire. There are 13 people on the list and several have already declined the job. She will be contacting the next group.

September being "Library Sign-up Month," Evelyn will do some outreach in that area and will speak with Susan Gottlieb about Back-to-School night at Chase Elementry.

Evelyn will further investigate blinds similar to the ones in the community room for the library proper.

## **RCLS:**

Barbara reminded everyone about the upcoming events; Trustees Meeting, Legislative Breakfast and 50<sup>th</sup> Anniversary Gala.

## **OLD BUSINESS:**

### **Registration with Board of Regents:**

The legislation allowing us to expand our Board of Trustees to up to fifteen (15) has been signed into law by Governor Patterson. As stipulated in our by-laws, we will post notice of the intent to amend the by-laws to create a Board of 7 members at our October 7 meeting. By then, Beth will have completed our "Report to the Community" and Evelyn will have the written information regarding hours, address, phone number, services and borrowing rules along with a set of all adopted policies ready to be submitted to State Ed. We can then pass the required resolution and submit our application for registration.

We discussed the fact that we have not received anything from State Ed regarding the dissolution of the Bloomingburg Library and believe we should have. Barbara will follow up with phone inquiries.

**Elections:** 50 people voted at the August elections. Results: Terry Stiano, 44 votes, Kevin Reardon, 6 votes. It was noted that the advertisements for the election were posted in 12 places and the required 2 legal ads published in the Times Herald Record. Terry recommended that next year the hours be from 12 noon until 8:00 pm. Also, each candidate should submit a biographical paragraph for public information. Terry thanked Fran for running the election and Evelyn and her staff for their assistance.

## **NEW BUSINESS:**

**POLICIES:** In response to Evelyn's concerns we clarified that it would be improper to contribute library funds for any solicitation and in no case would that be done.

We stipulated that only information regarding the activities of public non-profit organizations may be posted on our bulletin boards.

Evelyn will type these up and we can adopt them as policy in October.

**Public Comment Period:** Rita Bellomo requested statistical information; she will submit a FOIL application and Evelyn will provide the information as she is able.

A Stiano-Andersen motion recessed the Board to Executive Session at 8:40 to discuss personnel matters. All in favor. No action was taken in Executive Session. The Board returned from Executive Session at 9:30 p.m.

The meeting was adjourned at 9:30 p.m.

A work session will be held on September 16 with no official business enacted and the next Board Meeting will be held Wednesday, October 7 at 7:00 p.m. in the Community Room.

Respectfully submitted,

Barbara Semonite