

**MAMAKATING LIBRARY**  
**BOARD of TRUSTEES MEETING**  
**December 4, 2014**

**PRESENT:** Trustees Barbara Semonite, Jeanne Roosa, Terry Stiano, Ron Weathers, Bob Andersen, Mildred Melchionne, Director Greg Wirszyla

**ABSENT:** Trustees Kevin Reardon

The meeting was called to order at 7:05 p.m. in the community room of the library.  
The agenda was adopted as amended on a Stiano-Roosa motion, unanimous.

**MINUTES:**

A Stiano-Roosa motion to accept the minutes of the Nov. 6<sup>th</sup> meeting as submitted was carried unanimously.

**TREASURER'S REPORT:**

Jeanne submitted the Treasurer's Report as of December 1, 2013 report attached.

Jeanne reports that there is sufficient money in the Operating Fund to cover the anticipated monthly expenses to operate the library for the month of December, leaving a balance that could be applied to the capital fund if the board desires.

A lengthy discussion ensued about the budget going forward with regard to the allotments for upcoming construction.

Report accepted on an Andersen-Weathers motion, carried unanimously.

**DIRECTOR'S REPORT:**

Greg reports that we are using a loner computer to replace the one that is not working.

Greg submitted the Director's Report – see attached

Greg distributed the Newsletter all agreed that it looks great.

Personal issues – there was nothing to report.

**OLD BUSINESS**

**2014 Budget** - proposal submitted by Greg. This proposed budget shows reductions in the areas of Equipment expense & repair, Furnishings & Supplies, Books, Audio/Visual, Postage & Delivery, Rent, Repair & Maintenance, Professional Education, Consulting, and Travel & Mileage. The budget also reflects an increase in Publicity, and Utilities. These variances are in preparation for our move to the new library in 2014.

Greg's review next year will be in November to coincide with the budget planning.

Discussion ensued regarding increase in utilities.

Motion to adopt budget as proposed by the Director, made by Bob and seconded by Ron all in favor – motion carried.

**2014 Board Officers** - Nomination committee members Stiano and Melchionne.

A Melchionne-Stiano motion was made to accept Mildred as secretary and keep all other Board positions as they are currently was carried unanimously.

**Fund raising:**

Several members of the Board and the Director met with the Phil Coombe, who headed the fund raising efforts for Grahamsville’s Daniel Pierce Library, which is an Association Library meaning that it may receive funds from different sources but cannot bond. Barbara gave a brilliant description of the new library and how they had to fund raise almost ten million dollars. Their library district serves less people then our district.

Barbara spoke to Michael Diamond Foundation person and things are in the works for us to receive a donation from them.

Discussion was held regarding our need to implement a Citizen Committee to handle some of our upcoming fund raising needs. Greg reported that we have had a \$5,000 donation to the building fund and indications of additional gifts.

Discussion was held in regard ways to have people to donate or invest in the library & community.

Possible suggestions were: Hold a reception in the library community room for a select group of people (possible large donors). Have a scale model of the new library and a pledge sheet for them to use.

Terry suggested that Sullivan County Arts and Heritage Council may have money to give to the library.

Ron will make a thermometer to gauge our money intake. He is also working on a scale model.

**New Building – alternatives for reductions**

Greg presented the following:

Currently as the costs stands for the new library we have a short fall of approximately \$181,000 (according to Fred Clark – DASNY) which we need to raise by mid-January 2014. There are two courses of action available to us at this time which Greg discussed with Mary Kate Young  
Course #1: we accept the bid from Arras as is and go with the 180,000 short fall.

Course #2 Mary Kate submitted some cost saving measures which would allow us to cut items from the Project Budget. Some of these items are things that might be obtained by donations at a later date. Below is the list:

**Cost Savings Measure**

Item #1	Delete dry wells & Associated storm water piping	\$2,000.00
Item #2	Delete synthetic stone & delete stone coating and replace with factory painting	\$5-10,000
Item #3	Change fixed aluminum clad wood windows to operable double hung	\$6,000
Item #4	Change fixed aluminum clad wood windows to fiberglass Single hung windows	\$8,000
Item #5	Change side egress door from aluminum clad wood to Aluminum storefront	\$1,500
Item #6	Delete automatic door operators	\$2,600
Item #7	Delete skylights	\$10-15,000
Item #8	Delete cabinetry in staff work room	\$5,000
Item #9	Delete cabinetry in kitchen	\$5,000
Item #10	Delete side folding door	\$2,000

Item #11	Change double book return to a single book return	\$1,000
Item #12	Delete additional electric floor boxes in concrete slab	\$1,000
Item #13	Eliminate air conditioning condensers. (The air handling Units would be equipped for cooling but the condensing Units would be eliminated. Therefore the building would not have air conditioning until the condensing units were added to the system).	\$15,000
Item #14	Delete energy recovery unit providing ventilation air for Community room. Ventilation would instead be provided Via windows	\$1,000
Item #15	Replace water cooler with bottle filler to water fountain Without chilled water	\$1,000
Item #16	Various changes to interior and exterior lighting	\$20,000
Item #17	Delete baby changing station	\$1,200 (per unit)
Item #18	Delete electric hang dryers	minimal

Discussion was held regard each item and agreed that the following changes would be acceptable; items #1, 8, 9, 12, 13, 15, and 17.

Greg will find out how making these changes will affect the bid process.

## **NEW BUSINESS**

### **POLICIES:**

#### **Review of Cell Phone and the Fax Policy:**

##### ***Cell Phone Pager Policy***

***The use of cell phones in the Library can often prove disruptive to patrons and staff. Therefore, on entry to the Library building, cell phones must be either turned to "off" or "vibrate". Anyone needing to make a phone call must do so outside of the building. Anyone receiving a phone call should move immediately to the outside of the building. Refusal to comply with this policy or its intent may result in expulsion from the Library.***

##### ***Fax Policy***

***To enhance customer service, the Mamakating Library is pleased to provide a fax service to its community as an additional library offering. The Library will provide a cover sheet at no charge to be filled out by the patron. The patron is responsible for finding and verifying the correct fax number. Charges are \$2 for the first page and \$1 per each additional page.\* Charges for incoming faxes are \$1 per page, including any cover sheets.\* Patrons are responsible for picking up incoming faxes in a timely manner and the library bears no responsibility in contacting patrons who receive faxes to the library. International faxes are not allowed. Payment is due before service is provided. Operation of the fax machine is restricted to staff members only. Fax transmission collection service is available only during the hours the Library is open, staff time permitting. Library services take priority over fax requests. If the fax number is busy, the number is redialed twice automatically. If the fax is not successfully transmitted after three attempts, the document(s) and payment will be returned to the patron. The Library assumes no responsibility for documents left on the premises. Click here for pdf fax form.***

Motion made by Bob to re-adopt these policies and Terry seconded the motion – all in favor – motion carried.

**New Policy: Unserved Population:**

*The Mamakating Library will issue Library Cards to those residents currently reside in unserved areas with populations under 10,000 as defined by the RCLS Service Area map of 9/01/07 as found at <http://65.73.54.13/images/maps/allrcls.pdf>. Any changes to unserved areas within RCLS after that date do not apply to this policy.*

*Cards may only be used at the Mamakating Library and have no Direct Access privileges. Cards are issued on a yearly basis and will not be renewed unless the patron's account is in good standing.*

A motion was made by Mildred to adopt the Unserved Population Policy for a trial period of one year – seconded by Terry. All in favor – motion carried.

Greg would like to put a “Donate” button on the website to be linked to PayPal in a separate bank account for donations to the capital fund. A discussion was held regarding what kind of account the “donated” monies should be deposited in and the ramifications. Greg will double check the legalities of doing this.

A motion was made by Ron authorizing Greg to open a donation account at the Jeff Bank, signers on the account will be President, and Vice President, and Treasurer, only one signature will be required for transactions. Motion seconded by Terry; all in favor, motion carried.

A suggested list of donations/naming right policy was submitted by Barbara.

**Naming Rights**

The Mamakating Library Board of Trustees (the Board) offers naming rights for the new physical assets. Naming of physical assets follows a Board pre-approved menu of items available for naming. This menu covers rooms, spaces, substantial equipment/furniture installations, and landscaping features. The Board reserves the right to choose the wording, size, location, and style for any recognition. An appropriate dedication ceremony may be planned and conducted.

The Board may approve naming recognition items and values other than those specified in the most recently approved naming menu, on a case-by-case basis. While the Board is grateful for and encourages donations from all individuals, businesses and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals.

A motion was made by Jeanne to adopt the Donation/Naming Rights Policy and seconded by Terry – all in favor – carried

PRIVILEGE OF THE FLOOR – Public Comment – no public in attendance.

A motion was made by Mildred to adjourn to executive session and seconded by Terry – all in favor-meeting adjourned

## **EXECUTIVE SESSION**

### **RETURN TO OPEN SESSION:**

A motion was made by Jeanne to give a Director Greg Wirszyla a \$2500 bonus in recognition of extra work conducted in connection with the building project of the new Library, seconded by Bob - all in favor - carried.

A motion was made to adjourn the meeting by Jeanne, seconded by Bob-all in favor-carried.  
Meeting adjourned at 9:20pm.

Respectively submitted

Mildred Consolo Melchionne  
Board Secretary