

**MAMAKATING LIBRARY  
BOARD of TRUSTEES MEETING  
SEPTEMBER 6, 2017**

1. **PRESENT:** Trustees Barbara Semonite, Janine Roosa, Jay Egan, Jeanne Roosa, Fran Staats,  
Director Peggy Johansen

**ABSENT:** Trustees Patti Andersen, Mildred Melchionne

The meeting was called to order at 6:00 p.m.

2. **AGENDA:** The September agenda was adopted by a Roosa-Roosa motion; all in favor.
3. **MINUTES:** Acceptance of the minutes was deferred until the October meeting under a Roosa-Roosa motion; all in favor.

**4. TREASURER'S REPORT:**

- Money management through the remainder of our fiscal year was discussed. Under a Roosa-Roosa motion this discussion will be reopened under full attendance; all in favor.
- \$5000 was transferred into the books budget line; \$2000 from the technology budget line, \$3000 from the contingency line under an Egan-Jeanne Roosa motion; all in favor.
- The state money was received August 1, 2017.
- The Treasurer's Report was accepted under a Roosa-Roosa motion; all in favor.

**5. DIRECTOR'S REPORT:**

Director Peggy Johansen's comprehensive report is attached.

- Fire inspection was passed with no problems.
- Upcoming RCLS Trustee Information Sessions were announced.
- Maintenance:
  - Repairs to the doors have been made to locks, timing and weather stripping. Due to the frequency of repairs being required for these doors, consideration was given to possible recourse either to the Dormitory Authority or to a service contract.
  - An issue in handicapped accessibility has just come to attention. Additional clearance is needed between the wheelchair entrance push button and the arc of the door swing. This can be corrected by installing bollard posts for the push buttons. This installation will be proceeded with immediately under a Staats-Jeanne Roosa motion; all in favor.
  - Electrical: Unfinished floor outlets will be completed by Rotolo Electric at no charge. The Community Room emergency light will be repaired by Rotolo Electric.
- Friends have sponsored tee shirts and sweatshirts with the Mamakating Library logo. The first order has arrived. A future opportunity to order is anticipated.
- Battle of the Books will be held September 10<sup>th</sup> at Orange County Community College.

**6. OLD BUSINESS:**

- Elections: Jeanine Roosa and Mildred Melchionne were elected to the board for four year terms. There were no propositions. The Community Room was suggested for next year's location.

- The Budget Narrative was reviewed for workroom renovation, sidewalk and drainage installation and camera installation.

New York State Construction Grant:

The New York State Construction Grant application requires authentication. Trustee Jeanne Roosa made the following motion of authentication: This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered with the requirements of Education Law 273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations 90.12 was read and duly adopted by the Board of Trustees of the Mamakating Library at a legal meeting on September 6, 2017. The motion was seconded by Trustee Janine Roosa, all in favor, motion passed.

The New York State Construction Grant application requires an assurance that our Library Board of Trustees is committed to completing the project applied for as submitted. Trustee Jeanne Roosa moved to accept the conditions of application as outlined in this document; motion seconded by Trustee Janine Roosa, all in favor, motion passed.

- Resolved: that a letter be sent to Bill Hermann stating that Mamakating Library is asking for \$260,000 as its 2018 budget. Motion for same made by Trustee Janine Roosa, seconded by Trustee Egan; all in favor.

- Personnel Policy:

Resolved: that the Personnel Policy be amended to include

- Section C, Introductory Paragraph: In any reference, an employees' "year" shall be understood to be the anniversary of the employees' Employment Date.
- Section C, I. (With Pay), B: Personal days are not cumulative beyond the end of the employee's year.

Trustee Jeanne Roosa so moved, seconded by Trustee Egan, all in favor.

- Paid Family Leave: Having researched the mechanics of funding this benefit, it is recommended that it not be adopted at this time, reserving that it could be revisited at a future need.

**7. NEW BUSINESS:**

- Appointment of Trustees to Uncompleted Terms: The Trustee newsletter has brought this topic to attention. Additional information will be sought regarding maintaining staggered terms under its recommendations.
- Responses to the survey are being reviewed in order to inform our long range plan.
- Work on the D & H Canal Exhibit continues. A budget will need to be developed. Possible grant applications will need to be researched.

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

*Fran Staats*

Fran Staats

Trustee