

**MAMAKATING LIBRARY**  
**BOARD OF TRUSTEES MEETING**

**April 8, 2023**

1. **PRESENT:** Trustees Patti Andersen, John Buying, Jennifer Holmes, Antoinette King, Pamela Mann, Pamela Rice, Mark Tourtellott, and Director Cheryl Jones

Public Member: No members of the public present

The meeting was called to order at 6:05pm

2. **AGENDA:** Motion to adopt agenda as amended made by Pamela Rice, seconded by Jennifer Holmes. All in favor, motion carried.

3. **MINUTES:** Motion to adopt March meeting minutes made by Jennifer Holmes, seconded by Pamela Mann. All in favor, motion carried.

4. **FINANCE REPORT:** Financial report provided by Antoinette King. See attached.

Motion to approve March vouchers made by Jennifer Holmes, seconded by Antoinette King. All in favor, motion carried.

5. **FRIENDS OF MAMAKATING LIBRARY REPORT TO THE BOARD OF TRUSTEES:** Comprehensive report was distributed. See attached.

**Items of Note:**

- The Friends will sponsor the new Library sign for the front of the building.
- The Friends will host a dedication event for the bookstore on July 29<sup>th</sup>, dedicating the bookstore in honor of Louis V. Lynn and unveiling a plaque in his honor.
- The Friends of co-sponsoring the Manhattan Film Festival viewing at the library in September
- The Friends do not have enough members available to commit to having a book sale or event at the Spring Fling or Founders Day this year, but are actively seeking new members.

6. **DIRECTORS REPORT:** Director Cheryl Jones's comprehensive report was distributed. See attached.

**Items of Note:**

- Applied for a grant from the Wolf Lake Neighbors for over \$3000 to fund two summer literacy programs.
- The Friends Bookstore is now listed on Google/Google Maps, so if you look for a bookstore in the area, you will get that as a recommendation.
- AARP Tax Prep: 3 sessions, 26 patrons / Catholic Charities: 7 patrons served / NYS Healthcare Navigator: Medicare 101: 3 patrons served
- Rosetta Stone Language Learning will soon be replaced with Mango Languages; the system is hoping to have the switch made in early April.

7. **OLD BUSINESS**

**Annual Report:**

The library operated in accordance with all provisions of education law and the regulations of the commissioner, and assures that the "Annual Report" was reviewed and accepted by the library. A motion was made by Antoinette King to accept the above statement regarding the Annual Report, seconded by Mark Tourtellot. All in favor, motion carried.

**Generator Follow Up:**

Once boxwoods have been removed, date will be set to install the pad. Generator is expected to be delivered and installed in September.

8. **NEW BUSINESS**

**Auto Renewal:**

The board discussed opting in to the RCLS Auto-Renewal system. Motion to opt in to the RCLS auto renewal system made by Pamela Mann, seconded by Mark Tourtellott. All in favor, motion carried.

**Parking Lot Signs:**

Discussion about ordering and installing parking lot signs as part of the sustainability initiative.

**Clerk Position:**

The Board discussed the pay rate for the Library Clerk position. Motion to set pay rate at \$15.60 for the part time Library Clerk position, 19 hours per week made by Mark Tourtellott, seconded by Antoinette King. All in favor, motion carried.

**9. POLICY REVIEW/ REVISIONS**

**Phone Use Policy:**

The board discussed a proposed amendment to the Code of Conduct. Motion to amend the Code of Conduct to reflect an update regarding library phone use made by Jennifer Holmes, seconded by Pamela Mann.

**Records and Retention:**

Motion to adopt the Records and Retention & Disposition Policy as amended made by Pamela Rice, seconded by Jennifer Holmes. All in favor, motion carried.

**10. EXECUTIVE SESSION**

Enter at 7:20pm; return to regular session at 7:53pm.

Motion to move to Executive Session made by Patti Andersen, seconded by Jennifer Holmes. All in favor, motion carried. Entered Executive Session at 7:20pm, returned to regular session at 7:53pm.

**11. PRIVILEGE OF THE FLOOR**

Public Comment – 3 minute limit per person – no member present

Motion to adjourn made by Mark Tourtellott, seconded by Pamela Mann. All in favor, motion carried. Meeting adjourned at 7:57pm.

Respectfully submitted,

Pamela Rice