

MAMAKATING LIBRARY
BOARD OF TRUSTEES MEETING

Held on Tuesday, December 12, 2023 at 6:00pm at 128 Sullivan Street, Wurtsboro NY

- 1. PRESENT:** Trustees Patricia Andersen, John Buying, Jennifer Holmes, Pamela Mann, Pamela Rice, Chelsea Roth, Mark Tourtellott, and Director Cheryl Jones

ABSENT: N/A

The meeting was called to order at 6:00pm

MEMBERS OF THE PUBLIC:

In person: Rich Jones

2. AGENDA:

Motion to add website discussion to agenda made by John Buying. No second, motion dies.

Motion to add Policy Manual pronoun discussion to agenda made by John Buying. No second, motion dies.

Motion to discuss trustee Pamela Mann made by John Buying. No second, motion dies.

Motion to adopt agenda made by Jenn Holmes, seconded by Mark Tourtellot. Nay by John Buying. Motion passes.

3. MINUTES:

Motion to amend November minutes to remove approval of October minutes as, in his opinion, Pamela Mann was not present made by John Buying. No second, motion dies.

Motion to amend November minutes item #2 to include votes of all people present made by John Buying. No second, motion dies.

Motion to amend November minutes item #4 to amend the way results of votes are noted in minutes made by John Buying. No second, motion dies.

Motion to amend November minutes item #7 budget adjustments to include names of people voting in favor made by John Buying. No second, motion dies.

Motion to amend November minutes holiday closures to change the way result of vote is noted made by John Buying. No second, motion dies.

Motion to approve meeting minutes from November 2023 as written made by Jennifer Holmes, seconded by Pamela Mann. Nay vote by John Buying. Motion passed, November minutes approved.

4. FINANCE REPORT:

Finance Report presented and distributed by Jennifer Holmes. See attached.

Motion to approve November vouchers made by Pamela Rice, seconded by Mark Tourtellott. All in favor, motion carried.

Item of note: overdraft transfer fee charged by Jeff Bank. Jenn will take care of that this week.

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

Items of Note:

- Generator project is complete.
- Adding fire extinguisher inspection to annual budget maintenance line.
- The front door has been repaired.
- PN Alarm completed our annual inspection
- Friends of the Library Wrapping event had 31 participants
- Adding water fountain filters to annual budget maintenance line
- Excellent program participation this month.
- The ILS gateway app is down. Our patrons are able to view our catalog through the website. The Aspen app is in the process of being implemented.
- We have a new digital literacy volunteer. Second session was held this past Saturday and covered safety when shopping online.
- Inventory of entire library collection is ongoing and will continue to end of February
- We got a grant from First Book for \$200 in free books and 40 Build-A-Bear Teddy Bears. We will be giving these out through the later half of December and will be coordinating with EPIC to get the in the hands of kids who need them the most.

6. COMMITTEE REPORTS

Long Range Plan Committee: No report. Next meeting will be held January 23rd at 6pm

Policy/By-Law Committee: No report. Next meeting will be held January 11th at 6pm

Building and Grounds Committee: No report

Budget Committee: No report

7. OLD BUSINESS

Committee Appointments: (no documents)

Patricia Andersen removed Pamela Mann from Long Range Plan Committee, added her to the Policy/By-Law Committee, and appointed Chelsea Roth to Long Range Plan Committee.

8. NEW BUSINESS

Meeting Nights (no documents)

Board of Trustees January meeting will be held Tuesday, January 9th. The board will revisit spring semester meeting nights at that meeting.

Minutes (no documents)

Board discussed practice of recording votes of individual trustees in every vote. Patricia Andersen presented minutes completed by NYS Committee on Open Government, which note votes as the Mamakating Library Board of Trustees. No action needed.

Multi-Factor Authentication (informal- no documents)

Beginning June 1 2024, RCLS will be requiring member libraries to utilize Multi-Factor Authentication. Director Cheryl Jones will keep the board informed regarding the process.

Harassment Training Deborah Warden from Action for Independence

Harassment Training will be held January 25th and February 15th at 6pm

9. PRIVILEGE OF THE FLOOR

Public Comment – 3-minute limit per person

Rich Jones inquired about MFA and potential utilization of YubiKey, followed by board discussion.

10. EXECUTIVE SESSION

Motion to enter Executive Session for the purposes of discussing Director Cheryl Jones made by Jennifer Holmes, seconded by Chelsea Roth. All in favor, motion carried. Move into Executive Session at 7:30pm.

Motion to leave Executive Session made by Pamela Rice, seconded by Patricia Andersen. All in favor, motion passed. Left Executive Session at 8:36pm.

Motion to modify Executive Director salary to \$72,360 starting January 1st 2024 made by Jennifer Holmes, seconded by Mark Tourtellot. All in favor, motion carried.

Motion to adjourn made by Pamela Mann, seconded by Chelsea Roth. All in favor, motion carried. Meeting adjourned at 8:37pm.

Respectfully submitted,

Pamela Rice, Board Secretary