

MAMAKATING LIBRARY
BOARD OF TRUSTEES MEETING

Held on Tuesday, May 14th, 2024 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, Director Cheryl Jones and RCLS Executive Director Grace Riario

EXCUSED ABSENCES: N/A

The meeting was called to order at 6:05pm

- 2. ADOPTION OF AGENDA**

Motion to adopt agenda as amended made by Jennifer Holmes, seconded by Mark Tourtellott. Nay vote by John Buying, motion carried.

- 3. APPROVAL OF MINUTES- APRIL 2024**

Motion to accept April minutes made by Mark Tourtellott, seconded by Pamela Mann. Nay vote by John Buying. Motion carried.

- 4. FINANCE REPORT**

Motion to approved May vouchers made by Pamela Rice, seconded by Pamela Mann. Nay vote by John Buying. Motion carried.

Finance Report presented by Jennifer Holmes. See attached.

Motion to close the savings account and capital reserve fund at Jeff Bank and transfer all savings and capital reserve funds to the NYLAF account through PMA made by Jennifer Holmes, seconded by Pamela Rice. All in favor, motion carried.

5. DIRECTORS REPORT

Director Cheryl Jones’s comprehensive report was distributed. See attached.

Items of Note:

- Multifactor authentication will go into effect on June 1st
- Generator has run for 20.1 hours total as of 5/1
- 12 Adult Programs serving 123 patrons
- 11 Patrons received dedicated Tech Help time
- 16 Youth Programs serving 240 patrons

6. COMMITTEE REPORTS

- Long Range Plan- no report
- Policy/ByLaws- no report
- Building and Grounds – no report
- Budget/Finance – no report

7. OLD BUSINESS – N/A

8. NEW BUSINESS

•FOIL Request

All FOIL requests received through May 14, 2024, have been fulfilled. Over 40 hours of the director’s time were spent on John Buying’s FOIL requests, which cost taxpayers over \$2200 in director time and benefits and provided no benefit to the community's taxpayers.

The FOIL materials requested were made available to the requestee, Trustee John Buying, during the Board meeting. However, John Buying refused to take possession of the requested materials and pay the copy fee as per Library Freedom of Information Policy.

Motion to approve distributed certification document dated May 14, 2024, and signed by Patricia Andersen, Board President, made by Mark Tourtellott, seconded by Jennifer Holmes. Nay vote by John Buying, motion carried.

Motion to add letter E under the fees section in the Freedom of Information Policy to include “charge person submitting FOIL requests taking longer than two hours to fulfill the lowest hourly rate of the employee with the skills and access to complete said FOIL requests” made by Pamela Rice, seconded by Patricia Andersen. Nay vote by John Buying. Motion carried.

•Grace Riario, Executive Director, Ramapo Catskill Library System

Oaths of Office

Based on a complaint made by a board member, RCLS attorney will contact the Town of Mamakating clerk and attorney to clarify the validity of the appointment.

Absences

The Board discussed the Board Meeting Attendance Procedure to resolve the issues regarding Board member's excused absences.

“SECTION III: Excused Absences

If a Board member anticipates that they will be unable to attend a scheduled Regular meeting of the Board, they must email the President of the Board at least three (3) days in advance of the scheduled meeting when possible. Upon receipt of such notice, the Board President will determine if the absence will be denoted as an excused absence, based on the following criteria, including but not limited to:

1. Temporary travel
2. Temporary physical or mental incapacitation
3. Family medical emergency or disaster
4. Severe weather
5. Religious observation

Such absence will be noted in the Minutes of the scheduled meeting.”

Motion to adopt Board Meeting Attendance Procedure as amended made by Pamela Mann, seconded by Chelsea Roth. Nay vote by John Buying, motion carried.

Committees

RCLS Executive Director Grace Riario provided the Board of Trustees with the Ramapo Catskill Library System Board of Trustees Committees document. The Policy and ByLaws Committee will review it.

9. POLICY REVIEW/ REVISIONS

N/A

10. PRIVILEGE OF THE FLOOR

Public Comment – 3 minute limit per person.

11. ADJOURNMENT

Motion to adjourn made by Mark Tourtellott, seconded by Pamela Mann. Abstention made by John Buying. Meeting adjourned at 7:59 pm.

Respectfully submitted,

Pamela Rice, Board Secretary