

MLD Trustees Meeting – August 6, 2024 - 6:00 P.M.

TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE (* - Action Items)

Call to Order/Attendance

Adoption of agenda*

Minutes – July 2024

Finance Report -

Motion to approve abstract of vouchers*

Director's Report –

Committee Reports –

- Long Range Plan- No Report
- Policy/ By-Law- No Report
- Building and Grounds- No Report
- Budget- No Report

Old Business:

- Election Update

New Business:

- Approve ballot
- Election Inspector Pay
- D & H Canal Bi-Centennial Time Capsule

Policy review/ revisions:

Privilege of the Floor - Public Comment- 3-minute limit per person

Adjournment

MAMAKATING LIBRARY
BOARD OF TRUSTEES MEETING

Held on Tuesday, July 9th, 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, and Director Cheryl Jones

EXCUSED ABSENCES: N/A

The meeting was called to order at 6:00pm

- 2. OATH OF OFFICE**

County Clerk Russell Reeves attended the board meeting and administered the Oath of Office to all seven board members.

- 3. ADOPTION OF AGENDA**

Motion to add items (see attached) to agenda made by John Buying. No second, motion dies.

Motion to adopt agenda as written made by Jennifer Homes, seconded by Pamela Mann. Nay vote by John Buying, motion carried.

- 4. APPROVAL OF MINUTES- JUNE 2024**

Motion to make changes to minutes made by John Buying. No second, motion dies. Motion to accept June minutes made by Jennifer Holmes, seconded by Chelsea Roth. Nay vote by John Buying. Motion carried.

- 5. FINANCE REPORT**

Finance Report presented by Jennifer Holmes. See attached.

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

- 6. DIRECTORS REPORT**

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

Items of Note:

- The library will be closed August 1st through 3rd for training and changeover to Koha.
- A plaque was added to the John Platt Memorial Tree area commemorating him.
- Program Totals: 14 adult programs serving 139 patrons; 8 youth programs serving 90 patrons
- Outreach Services: Chase School Kindergarten, 1st grade and 2nd grade all visited the library this June to learn about all of the offerings, including summer reading. The response was wonderful.
- Trustees encouraged to review upcoming Trustee training offerings, distributed via email

7. COMMITTEE REPORTS

- Long Range Plan- no report
- Policy/ByLaws- no report
- Building and Grounds – Plan for Construction Application. See New Business.
- Budget/Finance – no report

8. OLD BUSINESS

- Election Chairperson Update

Barbara Semonite has graciously accepted the position of Election Chairperson

9. NEW BUSINESS

- Construction Grant Application

The Building Committee Meeting presented the proposed update to the security system, including plan for equipment replacement and new camera installation. The committee requested that the board move forward with the project and sign assurances to DLD & RCLS. Motion to move security camera replacement project forward and approve signature to RCLS and DLD assurance forms made by Jennifer Holmes, seconded by Mark Tourellott. All in favor, motion carried.

10. POLICY REVIEW/ REVISIONS

N/A

11. PRIVILEGE OF THE FLOOR

Public Comment – 3 minute limit per person.

Barbara Semonite commended Jennifer Holmes on good fiscal responsibility in moving library money to NYLAF investment fund. Jeanie Roosa supported Barbara Semonite’s comments.

12. ADJOURNMENT

Motion to adjourn made by Jennifer Holmes, seconded by Pamela Mann. All in favor, motion approved. Meeting adjourned at 6:57pm.

Respectfully submitted,

Pamela Rice, Board Secretary

1)Two Trustee additions:

Whereas the BOT meeting minutes of 09AUG24 and 13SEP23 show Pamela Mann absent and approved at the 10OCT24 meeting by Trustee Andersen, Trustee Holmes, Trustee Rice and Trustee Tourtellot;

whereas the BOT meeting minutes of 10OCT24 show Pamela Mann absent and the minutes were approved at the 14NOV24 meeting by Trustee Andersen, Trustee Holmes, Trustee Rice and Trustee Tourtellot;

whereas Education Law §226(4) declares that "If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, shall be deemed to have resigned...";

whereas the seat of Pamela Mann is deemed vacant

I hereby motion to fill this vacant seat by Pamela Mann.

Whereas the seat held by Antoinette King was declared vacant after missing the 14JUN24, 12JUL24 and 09AUG24 BOT meetings;

whereas Chelsea Roth was appointed to fill the seat deemed vacant 10OCT24;

whereas trustee Roth failed to complete an oath of office until 03JAN24;

whereas A public officer is required to file his or her oath of office within 30 days of commencing the term of office Public Officer's Law §30(1)(h)

whereas the seat of Chelsea Roth is deemed vacant

I hereby motion to fill this vacant seat by Chelsea Roth.

2) Video Conferencing

3) Election Chairperson Report Budget Information session 06AUG24 posted where?

The time is 12:00PM to 9:00PM is in the EL

Note: election the date on the website calendar is still 13AUG24 for the BOT meeting and the election is 12 to 9 in the enabling legislation

4)website changes

Mamakating Library Board of Trustees Meeting

August 1st, 2024

Director's Report



Building & Grounds:

- The application for DLD regarding the cameras & security system has been submitted to RCLS for review.
- Garden volunteers secured a donation from Adams Fairacre Farms for more plants to be added to the garden.

Closings/Service Interruptions & Generator Statistics:

- Generator has run for 21.2 hours total as of 8/1

Programming:

Community Partnership Programs:

- Meditation with Kadampa: 14 Participants
- Living Well w/ Action Toward Independence: 4 Participants
- Trail Bike Rides w/ Catskill Claws: 13 Participants
- Bird Show w/ MEEC: 50 Participants

Stand-alone programs

- Borscht Belt Lecture: 32 Participants
- Art Supply Swap: 45 Participants
- Rubix Cube Workshop: 14 Participants
- Teddy Bear Picnic: 16 Participants

Series programs

- Books & Tea Discussion :11 Participants
- Keep It Short...Stories (KISS) Group: 7 Participants
- Culinary Club: 16 Participants
- Writers' Group: 5 Participants
- Battle of the Books :10 Participants (2 sessions)
- Malcolm's Tech Topics: 4 Participants
- Zen Schooling : 42 Participants (3 Sessions)
- Patiana's Art Program:11 Participants
- Classic Sci-Fi Movie Night: 5 Participants
- Lego Club: 36 Participants (2 sessions)
- Science with Frank: 49 Participants (3 Sessions)
- STEM Kids: 49 Participants (4 Sessions)
- Writing Workshop: 26 Participants (3 Sessions)

Program Totals:

- 16 Adult Programs serving 166 patrons
- 8 Patrons received dedicated Tech Help time
- 26 Youth Programs serving 378 patrons
- 6 Teen volunteers completed 18 hours of community service at the library



STEM Kids Launched Rockets in the garden



Patrons on a Trail Ride with Local Mountain Biking Coach



The Community Art Supply Swap was a huge success!

Outreach Services:

- Library Director and Board President appeared at Town Board Meeting this month to invite the community to participate in the upcoming Meet the Candidates and Budget Info Session program, give updates about library events, and provide information about the upcoming election.

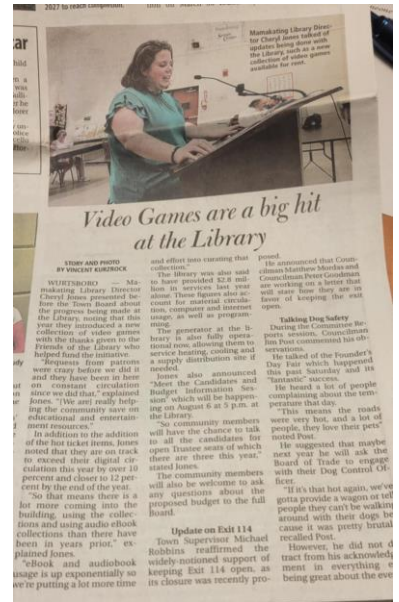
Press

- The Sullivan County Democrat featured an article about the Town Board appearance on their front page in 7/19 edition.

IT/ILS & Technical Services:

- Computer Users: 161 uses
- Wi-Fi Users: 1326
- The two PCs that were due for replacement this quarter have been replaced. RCLS completed the work on 7/23 and the new computers are working well. We are hoping to use the old ones for a program sometime soon.
- On 8/1 the full staff met for a final Koha training prior to migration. The migration went off with minimal issues and we are all working hard to get used to this new system.

Circulation/Registration:



Previous Month's Physical Circulation

	2017	2018	2019	2020	2021	2022	2023	2024
January	2206	2231	2487	2400	1823	2040	1882	2195
February	1973	1956	2088	2169	1335	1840	1531	1925
March	2414	2225	2093	1180	1929	2110	1734	2264
April	2331	2013	2064	--	1710	1751	1705	2165
May	2121	2161	2180	--	1644	1636	1667	2026
June	2539	2288	2292	233	1909	1836	1818	1963
July	3150	2640	2682	939	2225	2232	2628	2457
August	2941	2760	2742	948	1870	2195	2822	
September	2440	2015	2310	1224	1904	1597	2276	
October	2166	2273	2239	1323	1969	1404	2029	
November	2214	2309	1956	1496	2126	1492	1947	
December	1704	2000	1924	1600	1991	1362	1918	
TOTAL	28,199	24,871	25,133	13,512	22,435	23,517	24,004	14,995

Previous Month's New User Registrations

	2017	2018	2019	2020	2021	2022	2023	2024
January	29	14	19	19	9	17	19	17
February	16	18	12	20	8	16	12	12
March	12	22	9	4	15	12	12	14
April	28	23	18	2	8	21	11	31
May	24	16	15	3	6	21	16	22

June	24	30	28	0	12	16	30	17
July	34	32	32	8	34	41	42	39
August	28	22	31	12	28	35	48	
September	26	14	31	9	23	21	22	
October	28	16	21	8	10	19	62	
November	28	10	11	6	12	20	21	
December	28	11	8	7	10	12	8	
TOTAL	305	228	227	98	175	251	303	152

Digital Collections:

Overdrive Circulation						
	2019	2020	2021	2022	2023	2024
January	323	305	394	486	603	658
February	264	229	429	400	508	635
March	334	298	444	439	552	642
April	293	475	338	448	564	544
May	291	497	408	495	537	600
June	344	409	362	559	448	547
July	296	373	404	552	438	640
August	284	311	474	578	522	
September	272	314	427	499	524	
October	236	323	367	510	582	
November	205	334	419	506	569	
December	209	320	405	546	537	
Total	3142	4188	4871	6018	6384	4266

Unique Patron Access Hoopla			
	2022	2023	2024
January	32	36	54
February	27	42	53
March	33	49	55
April	28	35	44
May	20	36	56
June	21	37	59
July	31	39	58
August	34	38	
September	33	36	
October	26	50	
November	33	37	
December	35	39	
Total:	353	474	379

Overall Circulations Report Hoopla			
	2022	2023	2024
January	108	131	178
February	98	133	179
March	112	137	162
April	98	127	167
May	63	94	160
June	60	127	160
July	116	90	149
August	124	116	
September	113	118	
October	87	169	
November	118	111	
December	128	115	
Total:	1225	1468	849

Director's Meetings & Trainings:

- 7/12 SUPLA Meeting
- 7/13 FOL Meeting
- 7/16 Town Board Meeting

- 7/24 NYSLRS Enhanced Reporting Gold Certification Meeting
- 7/29 D&H Canal Bi-Centennial Committee Meeting

Staff Development:

- Firstline staff have completed over 10 hours of training and practice time with Koha
- Non-Firstline staff have completed 3 hours on the circulation module of Koha (prior to all staff training day)
- Guiliana will return on September 2nd and we will get her up to speed on Koha then.

Friends of the Library News:

- The Friends hosted a book sale tent at Founder’s Day and sold lots of books and raffle tickets. Raffle tickets for a handmade baby quilt or a TREX bench are still available. Winners will be chosen at their September meeting.
- The Friends will be working with the Laundromat to stock a bookshelf there with used books for people to take and/or read while waiting for their laundry.
- The Friends have funded another \$400 worth of video games after seeing how well they have been circulating.
- The Friends have also funded another museum pass to the 9/11 Memorial Museum in NYC. It should be available this fall for patrons who’d like to take a day trip to the city.
- The Friends also provided baked goods and volunteers for the join fundraiser event: Ravensbeard Bird Show at MEEC on 7/28. (Pictured below)



Other News:

- July Patron Count: 1760
- Summer Reading Registration sits at 125 kids & teens so far with just a few weeks left until prize drawings!
- Director is working on a grant application with the Sullivan County Youth Bureau for funding in the amount of \$1800 for the materials required for the StoryWalk project. The Town of Mamakating lawyer is drawing up an MOU between the town and the board regarding the project.
- Director was asked to participate as a panelist speaking about Sustainability in Libraries to State of Illinois Library Directors.
- Update on the S. D. Phraner Collection (noted in June Report). The collection has been delivered. Donna

will begin cataloging soon. We are hoping to unveil the collection in the fall. It will be available for circulation system-wide.

Upcoming Programs of Note:

- 8/8 Art w/ Patiana
- 8/13 Guided Trail Ride
- 8/14 Lawn Games
- 8/15 Adult Art Group with CDW
- 8/17 Tech Topics with Malcolm
- 8/19 LEGO Club
- 8/20 ELECTION DAY
- 8/22 Mars Rising: Documentary Discussion Group
- 8/25 Battle of the Books at OCCC
- 8/29 Sci-Fi with the Science Guy
- 8/31 Eric Baylin Artist Talk & Community Art Workshop with CDW

Reminder:

- Two hours of training plus the mandatory Harassment training must be done every year by each trustee. Upcoming trainings available through RCLS are:
 - Open Meetings Law: August 12th 6:30 via Zoom
 - Basic Library Trustee Education 101: September 17th 6:30 via Zoom
 - Freedom of Information Law: October 3rd 1:00 (in-person)
 - Intermediate Library Trustee Education 102: October 23rd, 6:30 via Zoom
 - Library Financial Reports: November 14th, 6:30 via Zoom
 - Additional trainings are available on Niche Academy where you all have accounts. If you need help accessing your Niche account, contact Martha Sullivan at RCLS.

Respectfully submitted,
Cheryl Jones, Library Director
August 6th, 2024

2024 Proposed Absentee Ballot Schedule

8/6/2024: Our info meeting & trustee meeting where we approve the ballot

8/8/2024: Absentee ballots will be available at the circ. Desk (this is the date on the community report)

8/15/2024: Absentee Ballots must be postmarked by this date, or delivered in person by end of voting on 8/20.

8/20/2024: in-person election day, election official to tabulate absentee results with in-person votes after polls close.

DRAFT

**LEGAL NOTICE
MAMAKATING LIBRARY**

Notice is hereby given that Town of Mamakating residents who are registered voters living within the Pine Bush, Monticello or Minisink Valley school districts will cast ballots on one proposition and elect three members of the Board of Trustees. Two members for four year terms of office, and one member to serve the remaining year of a vacated seat.

Proposition:

The trustees of the Mamakating Library shall be authorized to increase the tax levy in the amount of \$18,300 in 2025.

Election:

Voters will be asked to elect two members of the Board of Trustees for a four year term of office; petitions submitted by Mark Tourtellott & Patricia Andersen.

Voters will be asked to elect one member of the Board of Trustees to fill the remaining year in the seat vacated by A. King.

Voting will take place on Tuesday, August 20th from 12 to 9 pm at the Mamakating Library, 128 Sullivan Street, Wurtsboro, New York.

Absentee ballot applications may be requested in person at the Mamakating Library, by phone at 845-888-8004, or by email at mam@rcls.org. Absentee ballots must be postmarked by August 15th, or delivered in person by the close of voting on August 20th.

By order of the Board of Trustees of the Mamakating Library
Barbara Semonite, Election Secretary

OFFICIAL BALLOT

MAMAKATING LIBRARY

August 20th, 2024

INSTRUCTIONS

1. Mark in pen.
2. To vote on a proposal, make a cross X mark or a check mark in one of the voting squares contained in the box setting forth such proposal.
3. To vote for a candidate whose name is printed in this ballot, make a cross X mark or a check mark in the voting square alongside the name of the candidate.

PROPOSITION I

The trustees of the Mamakating Library shall be authorized to increase the tax levy in the amount of \$18,300 in 2025.

YES

NO

ELECTION OF TRUSTEE

CANDIDATE FOR THE FOUR YEAR SEATS (Choose 2):

PATRICIA ANDERSEN

MARK TOURTELLOTT

ELECTION OF TRUSTEE

CANDIDATE TO FILL VACANT SEAT THRU 2025:
