

MAMAKATING LIBRARY
BOARD OF TRUSTEES MEETING

Held on Tuesday, November 12th, 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

ABSENT: N/A

The meeting was called to order at 6:04pm

2. **ADOPTION OF AGENDA**

Motion to adopt agenda made by Chelsea Roth, seconded by Mark Tourtellott. All in favor, motion carried.

3. **APPROVAL OF MINUTES- OCTOBER 2024**

Motion to accept October minutes made by Jennifer Holmes, seconded by Pamela Mann. Nay vote by John Buying. Motion carried.

4. **FINANCE REPORT**

Motion to table Treasurer's Report to December made by Mark Tourtellott, seconded by Pamela Mann. Nay vote by John Buying. Motion carried.

Motion to approve October vouchers as amended made by Pamela Rice, seconded by Pamela Mann. Abstention by John Buying. Motion carried.

5. **DIRECTORS REPORT**

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

Items of Note:

•**Building & Grounds:** Bedik Communications completed the security camera project October 2nd.

•**Closings/Service Interruptions & Generator Statistics:** Generator has run for 28.8 hours total as of 11/1 (3.6 hours in October)

•**Program Totals:**

16 Adult Programs serving 200 patrons

9 Patrons received dedicated Tech Help time

12 Youth Programs serving 117 patrons

9 Teen volunteers completed 23 hours of community service at the library

6. COMMITTEE REPORTS

•Long Range Plan- no report

•Policy/ByLaws- See below

•Building and Grounds – no report

•Budget/Finance – no report

7. OLD BUSINESS

•**Laptop purchase**

Board discussion regarding purchase of laptop, including laptop and configurations for use by the new social media position.

Motion to approve laptop purchase in the amount of \$1008.02 made by Jennifer Holmes, seconded by Mark Tourtellott. Abstention by John Buying. Motion carried.

•**Construction Aid Update**

Board discussion regarding Closing Assurance & Certification of Program Compliance for Security Camera & Surveillance Equipment Upgrade.

Motion to approve President signature of the Closing Assurance & Certification of Program Compliance made by Chelsea Roth, seconded by Pamela Rice. All in favor, motion carried.

•**Proposed By-Laws Revisions**

Board discussion regarding proposed By-Laws revisions.

Motion to approve proposed By-Laws revisions as amended made by Jennifer Holmes, seconded by Mark Tourtellott. Nay vote by John Buying. Motion carried.

8. NEW BUSINESS

•Job description for new position

Board review and discussion of job description for Library Page in Charge of Digital Media & Press (Remote). For information only.

•Approving the new Substitute Clerk

Motion to approve appointment of new Substitute Clerk made by Pamela Rice, seconded by Jennifer Holmes. All in favor, motion carried.

•Lease Agreement with Kristt Kelly

Motion to approve Kyocera lease agreement with Kristt Kelly made by Jennifer Holmes, seconded by Pamela Mann. All in favor, motion carried.

9. POLICY REVIEW/ REVISIONS

•Social Media Policy:

Board reviewed proposed policy. Motion to approve Social Media Policy made by Chelsea Roth, seconded by Mark Tourtellott. All in favor, motion carried.

•FOIL Policy:

Board review and discussion of Freedom of Information Policy. Motion to approve Freedom of Information Policy made Jennifer Holmes, seconded by Mark Tourtellot. All in favor, motion carried.

10. PRIVILEGE OF THE FLOOR

Public Comment – 3 minute limit per person.

11. ADJOURNMENT

Motion to adjourn made by Chelsea Roth, seconded by Pamela Mann. All in favor, motion carried. Meeting adjourned at 7:37pm.

Respectfully submitted,

Pamela Rice, Board Secretary