

**MLD Trustees Meeting – April 9, 2025**  
**TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE**  
(\* - Action Items)

**Call to Order/Attendance**

**Adoption of agenda\***

**Minutes – March 2025\***

- Motion to approve the March meeting minutes

**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:**

**New Business:**

- Committee appointments
- MOU for Storywalk\*
  - Motion to approve MOU for the Storywalk and authorize the Board President to sign

**Policy review/ revisions:**

-Remote Work Policy\*  
-Reserve Fund Policy\*  
-Public Comment Policy\*

- Motion to adopt/approve the above referenced policies as presented.

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

**Adjournment**

## **MLD Trustees Meeting Minutes – March 19, 2025**

### **Call to Order/Attendance**

Meeting called to order at: 5:58PM

Present: Trustees Patricia Andersen, John Buying, Jennifer Holmes,  
Pamela Mann, Pamela Rice, Chelsea Roth, Mark Tourtellott,  
and Director Cheryl Jones

Absent: none

### **Adoption of agenda**

Motion by: Jennifer Holmes

2nd: Pamela Rice

Voted against: John Buying

Abstain: none

Motion: passed

Motions to amend the agenda

### **Motion to amend the previous minutes see attached**

Motion by: John Buying

2nd: none

Voted against:

Abstain:

Motion: dies

### **Adoption of Minutes**

February 2025\*

Motion by: Chelsea Roth

2nd: Pamela Mann

Voted against: John Buying

Abstain: none

Motion: passed

February 2025 Special Meeting

Motion by: Jennifer Holmes

2nd: Pamela Rice

Voted against: John Buying

Abstain: none

Motion: passed

## **Finance Report**

Motion to approve abstract of vouchers\*

Motion by: Jennifer Holmes

2nd: Chelsea Roth

Voted against: John Buying

Abstain: none

Motion: passed

## **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:**

- April Meeting Date changed to April 9th

## **New Business:**

- Budget Adjustment for FOL restricted donation\*

Motion to approve the budget adjustments as presented

Motion by: Pamela Rice

2nd: Jennifer Holmes

Voted against: none

No Vote: John Buying

Motion: passed

## **Policy review/ revisions:**

- 3D Printing Policy\*
- Election Policy\*

- Interlibrary Loan Policy\*
- Unattended Minors Policy\*
- Conflict of Interest Policy\*
- Credit Card Policy\*
- Non-Competitive Bidding Policy\*
- Nutrition Resolution\*
- Petty Cash Policy\*
- Wellness Committee Policy\*
- Whistleblower Policy\*

Motion to Approve all discussed policies as a slate as amended.

Motion by: Pamela Rice

2nd: Pamela Mann

Voted against: John Buying

Abstain: none

Motion: passed

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

- Patron thanked Cheryl Jones and the library staff for supporting the food pantry and its events.
- Patron supported the current state of our unattended minors policy. Speaking to the library as a safe space for children to learn and grow.

**Adjournment: meeting ended at 7:10pm**

Motion by: Jennifer Holmes

2nd: Chelsea Roth

Voted against: none

Abstain: none

Motion: passed

Respectfully Submitted,

Mark Tourtellott, Board Trustee

## **ATTACHMENT**

Proposed additions to the agenda sent via email by Trustee John Buying:

- Public Comment
- Identification of board members when recording

Proposed changes to the minutes agenda sent via email by Trustee John Buying:  
MINUTES 19FEB25

### **Adoption of agenda**

I motion to amend the minutes and to add whoever voted for the adoption to be added along with the vote totals

### **Minutes – January 2025**

I motion to amend the minutes and to add whoever voted for the minutes to be added along with the vote totals. As presented is incorrect. It is or it is amended.

### **Finance Report**

I motion to amend the minutes and to add whoever voted for the finance report to be added along with the vote totals. As presented is incorrect. It is or it is amended.

### **Director's Report**

There is no motion here and should be removed. I motion remove this.

### **Committee Reports**

There are no committees and no motion here and should be removed. I motion remove this.

### **Old Business:**

I motion to amend the minutes and to add whoever motioned and seconded to change BOT meeting dates to the 3<sup>rd</sup> Wednesday of each month and add whoever voted for/against.

### **New Business:**

I motion to amend the minutes and to add whoever voted for the Budget Adjustment to be added along with the vote totals. As presented is incorrect. It is or it is amended.

I motion to amend the minutes and to add whoever voted to change the signers on accounts to be added along with the vote totals and what the motion was.

I motion to amend the minutes and to add whoever motioned and seconded to approve the proposal by WBOT to place a mural at the library in summer 2025 to be added.

I motion to amend the minutes and to add whoever motioned and seconded to table to the next meeting the motion to approve the proposal by WBOT to place a mural at the library in summer 2025 and add whoever voted to table this until the next meeting with vote totals.

I motion to amend the minutes and to add whoever voted for the annual report to be added along with the vote totals.

Annual Financial Report

There is no motion here and should be removed. I motion remove this.

### **Policy review/ revisions**

none

There is no motion here and should be removed. I motion remove this.

### **Adjournment: meeting ended at 7:20**

I motion to amend the minutes and to add whoever voted for the adjourn to be added along with the vote totals.

MINUTES 27FEB25

### **Adoption of agenda:**

I motion to amend the minutes and to amend the minutes and to add whoever voted for the adoption of the agenda to be added along with the vote totals.

### **Old Business:**

WBOT Mural Project I motion to amend the minutes and to add whoever voted for the art project to be added along with the vote totals.

### **Adjourn**

I motion to amend the minutes and to amend the minutes and to add whoever voted for the adjourn to be added along with the vote totals.

# Mamakating Library

Budget vs. Actuals: January = 8%

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes	390,263	390,300	100.00 %
<b>Total A1049 REAL PROPERTY TAXES</b>	<b>390,263</b>	<b>390,300</b>	<b>100.00 %</b>
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings		12,000	
<b>Total A2499 USE OF MONEY &amp; PROPERTY</b>		<b>12,000</b>	
A2649 FINES & FORFEITURES			
A4050 Fines income	154	400	38.00 %
<b>Total A2649 FINES &amp; FORFEITURES</b>	<b>154</b>	<b>400</b>	<b>38.00 %</b>
A2799 MISCELLANEOUS LOCAL SOURCES			
A2770 Miscellaneous income	1,733	4,500	39.00 %
<b>Total A2799 MISCELLANEOUS LOCAL SOURCES</b>	<b>1,733</b>	<b>4,500</b>	<b>39.00 %</b>
A3089.6 Restricted Grants & Donations	2,400	0	
A3099 STATE AID		3,100	
A3089.1 Grant income- LLSA grant	331	0	
A3089.2 State Aid- Grant		0	
A3089.3 Sullivan County Grant		0	
A3089.4 Sullivan Cty Public Lib. Grant		0	
A3089.5 SRP Grant		0	
<b>Total A3099 STATE AID</b>	<b>331</b>	<b>3,100</b>	<b>11.00 %</b>
A4060 UNRESTRICTED DONATIONS		0	
A4061 Donations - Unrestricted	10,242	0	
<b>Total A4060 UNRESTRICTED DONATIONS</b>	<b>10,242</b>	<b>0</b>	
A4999 Assigned Fund Balance		15,000	
<b>Total Income</b>	<b>\$405,123</b>	<b>\$425,300</b>	<b>95.00 %</b>
GROSS PROFIT	<b>\$405,123</b>	<b>\$425,300</b>	<b>95.00 %</b>
Expenses			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services			
7410.11 Clerical	36,311	140,220	26.00 %
7410.12 Librarian	20,881	78,200	27.00 %
<b>Total A7410.1 Library- Personal Services</b>	<b>57,192</b>	<b>218,420</b>	<b>26.00 %</b>
A7410.2 Library- Equipment			
7410.21 Equipment expense	1,665	2,000	83.00 %
<b>Total A7410.2 Library- Equipment</b>	<b>1,665</b>	<b>2,000</b>	<b>83.00 %</b>
A7410.4 Library- Contractual Expenses			
7410.41 Books	3,585	15,000	24.00 %
7410.405 Digital Media	2,386	11,500	21.00 %
<b>Total 7410.41 Books</b>	<b>5,971</b>	<b>26,500</b>	<b>23.00 %</b>
7410.42 Periodicals	151	500	30.00 %
7410.43 Audio/Visual	572	2,200	26.00 %

# Mamakating Library

Budget vs. Actuals: January = 8%

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
7410.47 Cleaning Service	1,280	8,200	16.00 %
7410.48 Elections		200	
7410.51 Legal fees		1,000	
7410.52 Memberships	544	500	109.00 %
7410.53 Miscellaneous expense	135	600	23.00 %
Reimbursed payments to other libraries		0	
<b>Total 7410.53 Miscellaneous expense</b>	<b>135</b>	<b>600</b>	<b>23.00 %</b>
7410.54 Professional Fees			
101 Accounting Fees		7,500	
<b>Total 7410.54 Professional Fees</b>		<b>7,500</b>	
7410.55 Postage and Delivery	15	4,670	0.00 %
7410.56 Program	3,106	4,000	78.00 %
7410.565 Program Supplies	49	510	10.00 %
<b>Total 7410.56 Program</b>	<b>3,155</b>	<b>4,510</b>	<b>70.00 %</b>
7410.57 DEBT Service Principal & Interest		25,000	
7410.58 Building & Grounds R&M			
7410.581 Repairs	912	6,000	15.00 %
7410.582 Maintenance	1,381	3,500	39.00 %
7410.583 Landscaping	1,640	4,500	36.00 %
<b>Total 7410.58 Building &amp; Grounds R&amp;M</b>	<b>3,933</b>	<b>14,000</b>	<b>28.00 %</b>
7410.59 Office expense	1,327	4,000	33.00 %
7410.60 Telecom	735	6,750	11.00 %
7410.61 Utilities	2,077	10,000	21.00 %
7410.62 Technology	4,993	19,900	25.00 %
7410.85 RCLS Service Fee		2,200	
7410.86 Meetings & Conference	1,710	3,850	44.00 %
7410.87 Travel & Mileage	85	250	34.00 %
<b>Total A7410.4 Library- Contractual Expenses</b>	<b>26,683</b>	<b>142,330</b>	<b>19.00 %</b>
<b>Total A7999 CULTURE &amp; RECREATION</b>	<b>85,540</b>	<b>362,750</b>	<b>24.00 %</b>
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes		17,300	
A9030.8 Insurance			
9030.81 Disability		1,400	
9030.82 Hospitalization		15,000	
9030.83 Workers' Compensation	1,035	1,600	65.00 %
9030.84 Property Liability		4,000	
9030.85 Directors and Officers		1,150	
<b>Total A9030.8 Insurance</b>	<b>1,035</b>	<b>23,150</b>	<b>4.00 %</b>
A9040.0 Pension Expense		18,000	
<b>Total A9199 EMPLOYEE BENEFITS</b>	<b>1,035</b>	<b>58,450</b>	<b>2.00 %</b>
Capital Reserve		6,000	
<b>Total Expenses</b>	<b>\$86,575</b>	<b>\$427,200</b>	<b>20.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$318,548</b>	<b>\$ -1,900</b>	<b>-16,766.00 %</b>



# Mamakating Library

Budget vs. Actuals: January = 8%

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
NET INCOME	\$318,548	\$ -1,900	-16,766.00 %

## April 2025

Voucher #	Payee	Amt	Note
0425-01	Orange & Rockland	\$ 363.65	Autopays 4/26
0425-02	Frontier	\$ 368.26	autopays 4/14
0425-03	VISA (CJ)	\$ 720.11	autopays 4/21
0425-04	OverDrive	\$ 410.96	ebooks/audio books
0425-05	Wells Fargo	\$ 103.00	autopays 4/21
0425-06	Baker & Taylor	\$ 917.88	Books
0425-07	Robert Hrabowsky	\$ 640.00	Cleaning
0425-08	Midwest Tape	\$ 390.13	Hoopla Balance
0425-09	Patricia Blanco	\$ 300.00	Program Fee x2
0425-10	Patiana McMahon	\$ 75.00	Program Fee
0425-11	Kathryn Grodin	\$ 120.00	Program Fee
0425-12	RCLS	\$ 2,377.50	e-content
0425-13	PN Alarm	\$ 660.00	Annual monitoring
0425-14	Travelers	\$ 1,008.00	D&O insurance
0425-15	Giuliana LaPiana	\$ 21.00	mileage
0425-16			
0425-17			
0425-18			
0425-19			
0425-20			
0425-21			
0425-22			
0425-23			
0425-24			
<b>Total:</b>		<b>\$ 8,475.49</b>	

## Mamakating Library Finance Report

April 9, 2025

### Jeff Bank

Checking Account Balance: \$62,524.38

### Walden Savings

Savings account Balance: \$3,022.74

Approx Loan Payoff \$173,180.27

### PMA - NYLAF Fund

Main Fund: \$392,181.6

Capital Reserve Fund: \$13,517.72

Rate: 4.222%

This month's dividend income Main Fund: \$1,473.58

This month's dividend income Capital Reserve Fund: \$48.28

### Other Financial Notes:

1. Made the extra mortgage payment of \$5000 to the principle on 4/9/25 to the mortgage loan for 2025 budget surplus as discussed in Feb 2025 meeting.
2. Reached out to Walden Savings bank again about rate reduction on mortgage. they will get back to me next week.
3. 4/9/2025 transferred \$6000 to Capital Reserve per 2025 budget.

## Media & Press Report

March 2025

### Facebook:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Reach	2.8K	3.4K	5.2K										
Engagement	265	422	594										
Likes	1.1K	1.1K	1,167										
New Likes			7										
New Follows	11	2	15										
Posts	27	45	72										
Total Followers	1.3K	1,324	1,339										

### Facebook Notes:

- March started powerfully with our top post of Cheryl with Rep Josh Riley: 3131 views. 78 percent of those views were from non-followers. The pictures of Rep Riley's visit and tagging him in the pictures led to the climb in views, 9 shares, 49 interactions, and a reach of 1400.
- Next, it's Patiana's Paint & Sip Kids edition with 1,581 views and 1026 reach. 81 percent of both metrics came from non-followers. This is possibly due to the post being shared on three community pages.
- Third high-performing post of March was one of the cereal donation posts: the one with Cheryl, June and Barbara. People love to see our faces. The popular post had 1,102 views and 624 reach, half of both views and reach were from non-followers. The post also had 8 shares. Also of note, 78 likes is significant for this amount of reach.

### Instagram:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Views	1,708	3,259	3,454										
Engagement/ Reach	241	185/ 455	63 /368										
Interactions	114	234	256										
Profile Visits	47	62	87										
Posts	15	42	39										
Total Followers	470	478	490										

### Instagram Notes:

- The top three posts from the Accounts Engaged metric were, new library card patrons, Women's History Month, and the Women's History Month display with Iwona. The Women's History Month Flyer that features some women of our library was almost a tie at third place.
- Our follower count has jumped to 490.

Press:

- March press releases sent were Women Filmmakers (1) and Fiber Arts (2) to River Reporter, WJFF, Sullivan County Democrat, and Shawangunk Journal 3/14/25. Four April press releases were sent to the Delaware & Hudson Canvas on 3/11/25. These were Fiber Arts, Local Author Talk, “Cranky Seniors”, and Writers Group.

Other Notes:

- Our audience across both platforms is mostly women age 35-44. The most active time of our audience is 6pm.
- We are also making sure to repost other accounts’ across both platforms when timely and appropriate. (Town of Mamakating notices, Vet to Vet, DEC.)

Respectfully Submitted,  
Alethea Pape

(4/6/25)

# Mamakating Library

## Board of Trustees Meeting

April 9th, 2025

### Director's Report



### Building & Grounds:

- Air Filters were changed 3/14
- Garden clean-up Day has been scheduled for 4/26 at 12pm. We are seeking volunteers for help with that now.
- Bike Rack and Garden statues/signage has been returned to their rightful places for the year. Rain Barrels to follow when it warms up a bit more.

### Closings/Service Interruptions & Generator Statistics:

- Generator has run for 41.4 hours total as of 3/1 (4 hours in February)

### Programming:

#### Community Partnership Programs:

- SC Public Health Info Table: 12 Participants (LRP Social Equity, Goal 1, Obj. 1, Action 3)
- Canal Bi-Centennial Planning: 22 Participants
- Tax Help with AARP: 35 Participants (2 Sessions)
- Bird Photography with OCAS: 7 Participants
- Big Science w/ 5 orgs: 31 Participants

#### Stand-alone programs

- Bossa Nova Concert: 40 Participants
- Women in Film: 10 Participants
- Dan Genova Artist Reception: 28 Participants

#### Series programs

- Books & Tea Discussion :10 Participants
- Keep It Short...Stories (KISS) Group: 7 Participants
- Culinary Club: 12 Participants
- Writers' Group:5 Participants
- Malcolm's Tech Topics: 4 Participants
- Zen Schooling : 34 Participants (2 Sessions)
- Patiana's Art Program:12 Participants
- Classic Sci-Fi Movie Night: 8 Participants
- LEGO Club: 19 Participants
- Read to Mocha:8 Participants
- Storytime: 50 Participants (4 Sessions)
- LSC Author Visits: 15 Live, 15 additional views after programs (3 Programs)

#### Program Totals:

- Passive Program: Neighborhood Forest: 81 Trees
- 21 Adult Programs serving 267 patrons
- 11 Patrons received dedicated Tech Help time
- 9 Youth Programs serving 123 patrons
- 2Teen volunteers completed 12 hours of community service at the library



AARP Tax prep was a big success



Bossa Nova Concert for Women's History Month



### Press:

- Full report about March Media outreach will be included in Board Packet

## IT/ILS & Technical Services:

- Computer Users: 173 uses
- Wi-Fi Users: 1983 uses
- Technology Needs Survey update: We have received about 70 responses to our technology needs survey thus far. We will continue to run it through the end of April.
- 5 year purge of unused cards will be done this month. We have done outreach to some of our patrons on the list.
- Automated Translation Device has a permanent home on our desk, ready to assist patrons who'd like help in another language.
- We had an issue with the security camera app this month. Director was unable to see the cameras from devices outside the building. Bedik came and worked on the problem. It was resolved with work from both Bedik and the camera company.
- We've enabled the services calculator function in ASPEN so patrons can see their total savings in their account if they opt in.



## Circulation/Registration:

**Previous Month's Physical Circulation**

	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	2206	2231	2487	2400	1823	2040	1882	2195	2006
February	1973	1956	2088	2169	1335	1840	1531	1925	2124
March	2414	2225	2093	1180	1929	2110	1734	2264	2288
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	2307	
September	2440	2015	2310	1224	1904	1597	2276	2075	
October	2166	2273	2239	1323	1969	1404	2029	2045	
November	2214	2309	1956	1496	2126	1492	1947	1964	
December	1704	2000	1924	1600	1991	1362	1918	1764	
<b>TOTAL</b>	<b>28,199</b>	<b>24,871</b>	<b>25,133</b>	<b>13,512</b>	<b>22,435</b>	<b>23,517</b>	<b>24,004</b>	<b>25,150</b>	<b>6418</b>

**Previous Month's New User Registrations**

	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	29	14	19	19	9	17	19	17	21
February	16	18	12	20	8	16	12	12	11
March	12	22	9	4	15	12	12	14	33
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	24	
September	26	14	31	9	23	21	22	18	

<b>October</b>	28	16	21	8	10	19	62	36	
<b>November</b>	28	10	11	6	12	20	21	22	
<b>December</b>	28	11	8	7	10	12	8	12	
<b>TOTAL</b>	<b>305</b>	<b>228</b>	<b>227</b>	<b>98</b>	<b>175</b>	<b>251</b>	<b>303</b>	<b>264</b>	<b>65</b>

## Digital Collections:

Overdrive Circulation							
	2019	2020	2021	2022	2023	2024	2025
<b>January</b>	323	305	394	486	603	658	598
<b>February</b>	264	229	429	400	508	635	591
<b>March</b>	334	298	444	439	552	642	632
<b>April</b>	293	475	338	448	564	544	
<b>May</b>	291	497	408	495	537	600	
<b>June</b>	344	409	362	559	448	547	
<b>July</b>	296	373	404	552	438	640	
<b>August</b>	284	311	474	578	522	596	
<b>September</b>	272	314	427	499	524	565	
<b>October</b>	236	323	367	510	582	579	
<b>November</b>	205	334	419	506	569	583	
<b>December</b>	209	320	405	546	537	599	
<b>Total</b>	<b>3142</b>	<b>4188</b>	<b>4871</b>	<b>6018</b>	<b>6384</b>	<b>7188</b>	<b>1821</b>

Unique Patron Access Hoopla				
	2022	2023	2024	2025
<b>January</b>	32	36	54	67
<b>February</b>	27	42	53	61
<b>March</b>	33	49	55	64
<b>April</b>	28	35	44	
<b>May</b>	20	36	56	
<b>June</b>	21	37	59	
<b>July</b>	31	39	58	
<b>August</b>	34	38	60	
<b>September</b>	33	36	68	
<b>October</b>	26	50	67	
<b>November</b>	33	37	53	
<b>December</b>	35	39	62	
<b>Total:</b>	<b>353</b>	<b>474</b>	<b>687</b>	<b>128</b>

Overall Circulations Report Hoopla				
	2022	2023	2024	2025
<b>January</b>	108	131	178	185
<b>February</b>	98	133	179	160
<b>March</b>	112	137	162	176
<b>April</b>	98	127	167	
<b>May</b>	63	94	160	
<b>June</b>	60	127	160	
<b>July</b>	116	90	149	
<b>August</b>	124	116	172	
<b>September</b>	113	118	163	
<b>October</b>	87	169	194	
<b>November</b>	118	111	146	
<b>December</b>	128	115	198	
<b>Total:</b>	<b>1225</b>	<b>1468</b>	<b>1524</b>	<b>345</b>

## Director's Meetings & Trainings:

- 3/12 Directors Association Meeting
- 3/14 SUPLA Meeting
- 3/17 System Services Meeting
- 3/17 Budget Aid Workshop at RCLS
- 3/18 Directors Panel Discussion at RCLS
- 3/20 Outreach at St. John Street Tiny Tots Program
- 3/27 Ask the Lawyer Session: Workplace Violence
- 3/27 ALA Town hall Regarding IMLS



Principal Clerk, buried in books, finishing up the re-categorization project



## Staff Development:

- Training regarding tough patron interaction after a patron incident. All staff assigned Niche Training and we reviewed procedure for incidents.

## Friends of the Library News:

- The Storywalk is nearing completion and an installation date should be set soon. The FOL hopes to have a kick-off event with kids doing our first walk of it together in May or June.
- There is a garden cleanup day scheduled for 4/26 to plan some annuals and get the property all cleaned up for spring/summer.

## Other News:

- March Patron Count: 4066
- Red Cards for anyone worried about encountering ICE are available now in Spanish and Haitian Creole
- We received a grant for \$500 from Stewarts that will be put towards programming supplies for Patiana's Global Arts program this summer.
- Our re-categorization project in the children's picture book areas has been completed, thanks to Donna and Giuliana's efforts in getting everything done. Patrons are responding favorably.
- The WBOT has completed the call for mural artists and we should have an artist assigned to us shortly. (LRP Governance, Goal 4, Obj. 4)

## Director's Activities:

- Contact with possible companies for newsletter. Star Press will be able to do the most for us with the least amount of legwork for staff.
- MOU between the Town of Mamakating and Library regarding the Storywalk
- Bestsellers Clubs will premier in April
- Outreach and negotiations with Hoopla regarding pricing and AI created tools
- "How much did I save at the library today?" is our newest patron engagement activity. This will help people to see how much they save on materials. We also created a social media post doing the math for one week in march to post.
- A new section in our newsletter titled "Community Impact" will highlight how the library makes a difference to individuals, partner organizations, and the community as a whole each month.
- Beginning to work on mascot creation, a long term project which will enhance our branding and outreach in the future making the library more recognizable in the community. (LRP Governance, Goal 4, Obj. 1)



## Incidents:

- At our Bossa Nova Concert on 3/25, a patron became agitated and disruptive of the event. Patrons were concerned and reported to staff who contacted police. The patron was asked to leave but refused and continued to be disruptive. Patron eventually left before police arrived. It was later found out that the patron was drinking on library property prior to the event and was confronted by police after leaving the library. Police told the patron not to return to the library again at the request of the director due to multiple severe violations of the Patron Code of Conduct. Staff will contact police if the patron enters the building again.

## Upcoming Programs of Note:

- Virtual Author visits:
  - Jodi Picoult 4/2 @ 7pm
  - Smithsonian Institute 4/8 @ 2pm
  - Gregg Hurwitz 4/24 @ 7pm
- Learn to Crochet Series 4/5, 4/19, 5/3 @ 10am
- Fearless Foodies 4/15 @ 1pm
- Book Club 4/15 @ 2:30pm
- Cranky Senior Comedy Night 4/15 @ 5:30pm
- Curiosity Club 4/8 @ 4:30pm
- Sci-Fi with the Science Guy: 4/17 @ 5pm
- Local Writer's Group 4/25 @ 10:30am
- Lego Club 4/26 @ 11am
- FOL Garden Clean up 4/26 @ 12pm
- Local Author Talk: Lily Barrish Levner 4/26 @ 1:30pm

## Reminders:

- RCLS Trustee Training Sessions for 2025 have been released and are detailed below. Register through the RCLS website calendar. You should complete a minimum of 2 hours of training per calendar year, plus harassment training.

Trustee Education Session Title	Date	Day Of Week	Time	Credit Hours
Basic Library Trustee Education 101 (Presenter: Grace Riario)	05/01/25	Thursday	6:30 PM	1.00
Summer Reading Promotional Toolkit (Presenter: Michelle Muller)	05/15/25	Thursday	6:30 PM	1.00
Library Social Media & Marketing (Presenter: David Cosco)	05/21/25	Wednesday	6:30 PM	1.00
Finance 101: Trustee Responsibilities (Presenter: Stephen Hoefer)	06/25/25	Wednesday	6:30 PM	1.00
Accessibility (Presenter: Meaghan Doyle)	07/21/25	Monday	6:30 PM	1.00
Library Social Media & Marketing (Presenter: David Cosco)	08/05/25	Tuesday	6:30 PM	1.00
Digital Inclusion in Libraries (Presenter: Meaghan Doyle)	09/25/25	Thursday	6:30 PM	1.00
Library Financial Reports (Presenter: Stephen Hoefer)	10/14/25	Tuesday	6:30 PM	1.00
Intermediate Library Trustee Education 102 (Presenter: Grace Riario)	11/03/25	Monday	6:30 PM	1.00
Advocacy - <i>Title TBD</i> (Presenter: Jen Park)	12/03/25	Wednesday	<b>7:00 PM</b>	1.00
Open Meetings Law and Library Governance (Presenter: Grace Riario)	12/11/25	Thursday	6:30 PM	1.0

Respectfully submitted,  
Cheryl Jones, Library Director  
April 1st, 2025

**TOWN OF MAMAKATING  
WITH  
MAMAKATING LIBRARY  
STORYWALK**

THIS AGREEMENT, dated March 27, 2025, by and between the Town of Mamakating, a municipal corporation with offices at Town Hall, 2948 Route 209, Wurtsboro, New York 12790 ("Town") and Mamakating Library, a public library with offices at 128 Sullivan Street, Wurtsboro, New York 12790 ("Library").

**W I T N E S S E T H**

WHEREAS, the Library has requested to install a StoryWalk on a portion of a Town walking trail and the Town has agreed to grant the Library a license to install the StoryWalk, which will benefit the public by encouraging families to walk together, increase child literacy and promote community involvement.

THEREFORE, IT IS AGREED as follows:

1. The Town hereby grants a revocable license to the Library authorizing the Library to install a StoryWalk on a portion of the Town-owned Canal Tow Path Trail beginning near the firehouse.

2. The StoryWalk shall be similar to the description and photos provided to the Town by the Library. The Library shall be responsible for providing all materials and labor necessary to install the StoryWalk and shall ensure that the StoryWalk is installed in a safe and proper manner. The Library shall cooperate with the Town in the selection of locations of the StoryWalk structures. The Library shall be responsible for all repair and maintenance of the StoryWalk structures. If the Town notifies the Library that any StoryWalk structure has not been properly installed, repaired or maintained, the Library shall promptly correct any such deficiency.

3. To the fullest extent permitted by law, the Library shall indemnify, defend and hold harmless the Town and its officers and employees from and against any and all liabilities, damages, injury, claims, expenses (including reasonable attorneys' fees and disbursements) or judgments (jointly, "claims") of any nature, including without limitation, copyright and other intellectual property claims, arising, directly or indirectly, from (i) any activity conducted pursuant to this license agreement; (ii) any act or omission of the Library or any person acting in its behalf; or (iii) any entry and/or conduct on the Town's property by any person related to this Agreement and/or the StoryWalk on the Town's property.

4. The Library shall maintain Comprehensive General Liability insurance coverage in the minimum amounts of \$1,000,000 each occurrence / \$2,000,000 aggregate. The Town of Mamakating, its officers and employees shall be additional insureds on the insurance policy on a primary and non-contributory basis; the policy shall contain an endorsement requiring the insurance carrier to give at least ten (10) days prior written notice to the Town of cancellation, suspension or modification of the policy; and the Library and its insurance carrier shall waive all

rights of subrogation against the Town. The Library shall furnish certificates of insurance and the corresponding policy endorsements setting forth the required coverages.

5. This license may be revoked by either party upon five (5) days written notice to the address set forth above.

6. The parties represent and warrant that their respective signatory to this Agreement possesses authority to execute this Agreement and bind the respective party to the terms of this Agreement.

TOWN OF MAMAKATING

By: Michael Robbins  
Michael Robbins, Town Supervisor

MAMAKATING LIBRARY

By: \_\_\_\_\_



## Mamakating Library Remote Work Policy

### **POLICY**

“Remote Work” is work performed in furtherance of routine duties at places other than the Mamakating Library's business address (excluding business travel and presentations).

Mamakating Library uses three types of Remote Work:

1. When determined per ADA regulations to be a reasonable accommodation
2. Remote Work during a System Emergency
3. Remote Work as part of a routine “Remote Work Program”

Remote Work as a reasonable accommodation is governed by American with Disabilities Act (ADA) and New York State Laws.

Section I of this policy covers Remote Work during a System Emergency.

Section II of this policy sets forth the Guidelines of the library's System's Remote Work Program.

### **SECTION I: REMOTE WORK DURING AN EMERGENCY**

Remote Work during an emergency is a temporary way to continue essential Mamakating Library operations. During an emergency, Mamakating Library may require employees to work remotely.

To the greatest extent possible during the emergency, Mamakating Library will use the guidelines in Section II to arrange Remote Work accommodations with employees. However, it will be understood that many employees may not have the time nor ability to meet the requirements regarding a professional work environment in their home, and that factor will not be considered for performance evaluation purposes when the employee is required to work from home during an emergency. Further, typical eligibility requirements may be waived.



If a technical concern prohibits productive access to working remotely during scheduled worktime during an emergency, notify the Director by telephone as soon as possible.

If you have been ordered to work remotely, do not report to the Library site, even if there are technical concerns, unless directed to do so.

For purposes of this Policy, an “emergency” is determined solely by Mamakating Library.

## **SECTION II: REMOTE WORK PROGRAM**

Working remotely can be beneficial for employees for a number of reasons. It can help employees balance their work/home life if they have long commutes, pre- or post-work activities, and can also enable employees to work from home when it is of benefit to the Library. This program will be most successful for those employees who are self-disciplined and have a home work environment free from distractions.

All remote work schedule/hours must be pre-approved by the ~~Executive~~ Library Director.

Working remotely is not a replacement for appropriate child or dependent care or for otherwise attending to personal needs or obligations. The focus of the arrangement must remain on job performance, meeting business demands or dates set by the Director. Errands, home maintenance, and all other non-work-related activities are prohibited during the employee’s work hours unless approved by a supervisor, and accounted for appropriately on the employee’s timesheet.

### **Eligibility**

Employees must have a minimum of 6 months in their current role with a satisfactory performance as determined by the Director. If all goals are not met and corrective action is required, suspension of remote work eligibility may be required. Each employee’s schedule must be coordinated through and approved by the Director to ensure that there is continuity and coverage. Some positions will not be able to participate based on business needs and other criteria.

### **Connecting Remotely**

If the employee is unable to log into computer system or otherwise connect to required software within one hour during the schedule work time, the employee must inform the Director and return to the Library, except in the case of an Emergency as described in Section I of this document. Failure to do so will result in an absence.

## **Requirements**

Employee will establish an appropriate work environment within his or her home for work purposes that is free from distractions. Employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. Mamakating Library will not be responsible for costs associated with the setup of employee's home office.

Consistent with the Library's expectations of information security for employees working on-site, employees working from home will be expected to ensure the protection of patron privacy and vendor information accessible from their home office. Steps include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the environment.

Employee are expected to work their entire schedule and are required to record all hours worked and major tasks accomplished on a daily basis on the Library's timesheet.

## **Program Provisions**

The Mamakating Library reserves full discretion to amend, terminate, or suspend any and all provisions of the Remote Work Program.

## **Performance Expectations & Evaluations**

Employees participating in Remote Work Program are to complete all assigned work according to procedures and expectations mutually agreed upon by the employee and the Director, and according to the job expectation and description.

A decline in performance may be grounds for removal from the Remote Work Program participation, and/or disciplinary action up to and including termination.

## **Liability and Worker's Compensation**

The employee's home workspace will be considered an extension of the Library's workspace. Therefore, Mamakating Library will continue to be liable for job-related accidents in the employee's home workspace during the employee's working hours.

During work hours and while performing work functions in the designated work area of the home, employees are covered by worker's compensation. Mamakating Library assumes no

liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours.

Mamakating Library is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

In the event a job-related injury occurs during working hours at the employees' home, employee shall notify the Library Director as soon as possible, and ~~in no event~~ no later than 48 hours after the event occurred.

### **Income Tax**

It will be the employee's responsibility to determine any tax implications of maintaining a home office area for a not-for-profit employer. Mamakating Library will not provide tax guidance nor assume any additional tax liabilities. Employees are encouraged to consult with qualified tax professional to discuss tax implications.

Approved by the Mamakating Library Board of Trustees, April 1, 2020

[Reviewed April 2025](#)





## **Reserve Fund Policy**

The Mamakating Library Board of Trustees may establish reserve funds if, and when, a clear intent is established regarding the future purpose, use and, when appropriate, replenishment of funds from the reserve.

The intent of any reserve fund is to plan ahead and save incrementally for expected future events to help mitigate the financial impact of major, non-recurring or unforeseen expenditures on the library's annual operating budget and the real property tax levy.

Each reserve fund established will have a corresponding line on the annual operating budget, which will increase by at least the cost of inflation annually. Upon establishment of each reserve fund, the Board will determine whether there shall be a limit on the dollar amount to be accumulated. The resolution creating a reserve fund will include conditions upon which the funds will be utilized.

Each reserve fund will be funded from amounts raised through the annual budget process, transfers from unexpended balances of existing appropriations, and surplus moneys; however, any funds not anticipated in the annual budget for transfer to reserve funds, a resolution will be required to authorize the transfer of specific amounts of funds and the reserve fund to be credited.

Interest earned and capital gains realized on any capital fund investments will accrue to, and become part of, each reserve fund.

Reserve fund moneys may be kept in separate bank accounts or in the general library bank account, but separate accounting records will be kept for each reserve fund.

The Treasurer will provide reports on reserve fund activity at least annually. The board will determine whether reserve balances are necessary and reasonable and serving the purpose for which they were established.

The accounting records for each reserve fund will show:

- The date and amount of each sum paid into the fund

- Interest earned by the fund
- Capital gains or losses resulting from the sale of investments of the fund
- The amount and date of each withdrawal from the fund
- The total assets of the fund, showing cash balance and a schedule of investments.

Approved by the Mamakating Board of Trustees August 5, 2020

Reviewed April 2025



# MAMAKATING

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## LIBRARY

### **Public Comment at Board Meetings Policy**

#### **PURPOSE:**

Members of the public are welcome to attend meetings of the Library Board of Trustees and to share input regarding library business. All board meetings are open to the public with notices posted in the building and on the library's website a minimum of 48 hours prior to the meeting time. In order to ensure fair representation of all viewpoints, the following guidelines are established for public comment during meetings.

#### **POLICY:**

Library Board of Trustees meetings shall include a period for public comment prior to the adjournment of each board meeting.

Individuals wishing to speak may be asked to state, for public record, their name and group affiliation (if any). All comments should be polite and respectful. The presiding officer of the board meeting may prohibit further comments from any person or group who engages in personal attacks, violent, discriminatory, or other inappropriate discussion or behavior.

The public comment period will be limited to 30 minutes, unless extended by the Board. Each person wishing to speak during a public comment period will be limited to three (3) minutes.

#### **RESPONSIBILITY:**

The Board President, or whichever trustee is chairing the meeting, shall oversee application of this policy.

The Board of Trustees has no obligation to respond to the issues discussed during the public comment portion of the meeting. Names of speakers and comments may be summarized in the minutes of the board meeting, however there is no obligation for the minutes to reflect any statements or viewpoints discussed during the public comment portion of the meeting.

#### **COMMENT PROCEDURE:**



# MAMAKATING

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## L I B R A R Y

Members of the public may submit public comment in-person at the Board meeting. Additionally they may submit public comment via email at [mam@rcls.org](mailto:mam@rcls.org) by 4:00pm the day of the meeting. These comments will be read during the public comment period.

All individuals submitting public comment, in person or via email, must provide their name for public record.

The board reserves the right to waive this policy and procedures when necessary to conduct an efficient board meeting.

Adopted by the Mamakating Library Board of Trustees on:

DRAFT 3/27/2025