

Fallsburg Library Board of Trustees Meeting
August 17, 2015

Attendance:

Bernie Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Jenny Silverman, Trustee	Present
Sonny Smith, Vice President	Present
Livia Sabourin, Board Secretary	Absent
Amanda Ward-Almonte, Vice Trustee	Present
Sonia Ward, Trustee	Absent
Paula Gray, Director	Present
Paige Bakken, Recording Secretary	Absent

Public: David Lawrence

Meeting Commenced at 6:04 pm.

The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

The minutes had numerous typographical errors and the changes need to be made before the minutes can be approved. (Board member Ward-Almonte was absent during the re-organizational meeting, but present during the regular meeting, as noted in the minutes).

Board member Silverman entertained motion to accept the July minutes after the corrections have been made. Board member Smith seconded. All in favor.

Financial Report

Catskill Hudson Bank as of 7/31/15	
Checking/Savings	\$114,270.43
CD	\$100,768.53
CD	\$132,571.48
Total Funds	\$347,610.44

Board member Cohen stated that they will let us add to the cd's. We do not have to wait until they expire. Board member Cohen requests to see the statements from the Bank. Paula Gray stated that they come here, she looks them over and she gives them to Scott. Board member

Cohen requested that she either receive a copy of the Bank statements or if Paula would call her when they come in and she can look at them. Paula Gray stated that she would make a note that Board member Cohen requested that and she will see what they can do.

Board member Smith entertained motion to approve the Profit and Loss statement. Board member Silverman seconded. All in favor.

Board member Silverman entertained motion for the approval of the warrants as presented. Board member Ward-Almonte seconded. All in favor.

The Treasurer's report was not voted on.

Correspondence

N/A

Director's Report

Director Gray read from her Director's Report (copy attached). She elaborated on the fact that people would sign up for the programs and not actually come to the scheduled event. Her goal for this fall is to push for better programming.

The Board stated that Paula Gray is doing an incredible job.

Board member Smith entertained motion to accept the Director's Report. Board member Silverman seconded. All in favor.

Principal Clerk Report

Director Gray read from the Principal Clerk Report (copy attached).

The Principal Clerk Report was not voted on.

Old Business

N/A

New Business

Discussion ensued regarding Moshe Bunin's programs.

Board Committees:

Board members Silverman and Ward-Almonte – Personnel
Board members Ward and Smith – Building
Board member Sabourin and Cohen – Budget

Chairman Deutsch stated that it has been recommended that we put people on the Community Visioning Workshop Committee – a cross section of the population of the Town to help us in locating and getting information as to what the public may want to see to set up a library or a new building. The only three places we know of right now are the ones that we discussed and there is a possibility that this building may become for sale. Pennie had a list that we need to look at to see who was on it. At next month's meeting we need to review the list and see how we want to proceed from there and figure out an agenda. The three properties are for purchase, not for rent. This present building, the Cucumbers building and the Tim Pantel property.

Committee Reports

N/A

Paula Gray stated that there are three statements and two policies that need either adopting or approval. The statements are just statements that all libraries should approve. The policies need to be adopted.

Board member Silverman entertained motion to approve the Freedom to View statement. Board member Smith seconded. All in favor.

Board member Ward-Almonte entertained motion to approve the Freedom to Read statement. Board member Smith seconded. All in favor.

Board member Ward-Almonte entertained motion to approve the Conflict of Interest policy that all Board members must sign when they take office. Board member Smith seconded. All in favor.

Board member Cohen entertained motion to approve the Credit Card policy and procedures. Board member Silverman seconded. All in favor.

Board member Cohen entertained motion to approve the Credit Card Agreement for Use. Board member Smith seconded. All in favor.

Chairman Deutsch stated that Artie Coopersmith has not yet been in regarding the security cameras. He will call him again.

Discussion ensued regarding people using the Wi-Fi outside of the building.

Chairman Deutsch entertained motion to adjourn at 6:55 pm. Board member Smith seconded. All in favor.



FALLSBURG LIBRARY

**Treasurers Report
Board of Trustee Monthly Meeting
August 17, 2015**

Funds- Catskill Hudson Bank and Sterling Bank as of July 31, 2015, included in these funds are items that have not been charged to our accounts.

Checking/Savings	\$114,270.43
Catskill Hudson Bank as of August 12, 2015	
	CD - \$100,768.53
	CD - \$132,571.48
Total Funds	\$347,610.44

Reminder - New Money

First ½ last day of September

Second ½ last day of October

Board of Trustees Meeting
August 17, 2015
Director's Report

We are about to the end of our Summer Reading Program which used the theme of "Every Hero Has a Story". It has been a very busy summer season with "heroes" of all varieties visiting the library for the past six weeks. Many community members have shared their stories with our patrons, and we've even made some four-legged friends. Our biggest frustration this summer was that folks would sign up to attend the programming, but not actually come out to the scheduled event. The culminating awards party will take place later this week on August 20th.

I attended a Director's Association meeting at RCLS on July 14th.

New rugs and chairs have been purchased for the library. Grant monies were used for these items, therefore no money came out of the operating budget for these expenditures.

In an effort to find a quiet, more private reading area in the library, I decided to move some shelving that backed up to the bathrooms. When I moved the first shelf, I found that the walls behind the shelving units were covered with mold. It ran the length of that wall. I came in on a Friday afternoon after closing and scrubbed the walls with a bleach solution. Two fans were directed at the wall overnight on Friday. When I came in on Saturday, the wall was dry and looked to be in decent shape. To date, the mold has not returned. I did photograph the wall in the moldy condition, in the event that the mold should return and we need to do further remediation.

Along those lines, we did have two leaks in the ceiling in the last month. The landlord was called and necessary repairs were made. Additionally, the gas smell in the building continues to be quite strong first thing in the morning. The gas company was called to investigate, and although they agreed that there was a gas odor, they assured us that it is not an issue involving their equipment. They questioned whether it might be related to a sewer issue.

I have weeded the reference section and moved it slightly. This enabled me to display the new 14-day books at the front of the library rather than having them in the middle of the collection.

The renewal application for our insurance policy arrived, and it was rather time-consuming to complete. It took a few calls to our broker, and many hours of figuring, but Pennie and I were eventually able to come up with most of the information that was requested.

Kate is still out on disability, but hopes to return to work soon after her September 9th doctor's appointment.

On Tuesday and Wednesday, October 6th and 7th, RCLS will be using our library to host some focus group discussions. Each day would consist of a morning and an afternoon session, and

one of the days would also involve an evening session. It is my understanding that one of the groups will be for trustees, so you may want to make note of this on your calendars. Our facility will also be used for a SUPLA meeting on the morning of Friday, October 16th.

In March of 2016 I would like to take twelve days off to attend a family reunion. As I have with shorter trips which I have taken since accepting this position, I will work additional hours before leaving town and upon my return. Because of the longer duration of this journey, I wanted to inform you well ahead of time.

Respectfully submitted,

Paula

**Board of Trustees Meeting
August 17, 2015
Principal Clerk Report**

- Only a few things to finish our fiscal year out.
- Trustee Updates:
 - Please make sure that we get any changes in your email, phone or addresses as we need to update our records. I will send out an update with any changes along with committee updates, meeting dates etc. next month.
- I have been working on a Files Management Handbook, and with much help from Albany, we will be able to start destroying some of the old paperwork. There are several guidelines that need to be followed including State and Federal and Library laws.

REMINDERS:

1. The First Annual Fallsburg Library Picnic will be held on Saturday August 29th 12am-5pm at Morningside Park in the new Pavilion.
 - a. Please RSVP with the number of People that will be coming.
 - b. It will be a Pot Luck event, so bring that dish you are proud of and if you know what you will be bringing, that would be helpful.
 - c. Set up help would be appreciated at 11am.
2. The RCLS Legislative Breakfast and Annual Meeting – September 18th
 - a. New Location- Make sure you **RSVP to Paula or I** when you get your invites. (They have not come in yet.)

Respectfully submitted by Pennie

FRIENDS OF FALLSBURG LIBRARY

Please support your Friends group

1. The Friends are still **selling Discount Cards at \$12.00 each**. We have Monticello, Liberty, Ellenville and two different cards for Middletown. Please PASS THE WORD and buy your cards from us today. Available at desk or ask Pennie. They are going fast so order yours today.
2. If anyone has unused raffle tickets from the scholarship award, please remember to turn them in to Pennie.

Additional Items for Warrant 2014-2015

Moshe Bunin	\$175.00	Program
Laser Support Services	\$327.00	Printer
Recorded Books	\$280.00	Books on Tape
Pennie Mercado	\$ 44.52	Program Supplies
Penworthy Company	<u>\$170.37</u>	<u>Books</u>
	\$996.89	