

**KENT PUBLIC LIBRARY**  
**Board of Trustees**  
**January 17, 2017**  
**Annual Meeting**  
**7:00 P.M.**

In attendance: Marty Collins, Katie D'Angio, Tom Maxson, Mike Mahoney, Chris Marrone, Mike McDermott, Jessica McMath, Michele Ment, Irene Rohde and Library Director Carol Donick.

The meeting was called to order at 7:00 P.M. by Board President Mike Mahoney who led in the Pledge of Allegiance.

**III. Re-election of Board Members whose terms expired at the end of 2016.**

Mike Mahoney made a motion to re-appoint Board Members Tom Maxson, Michele Ment and Irene Rohde; seconded by Mike McDermott. All in favor.

**IV. Election of Officers**

Marty Collins made a motion to elect the following officers:

Vice-President – Michele Ment (one year term)  
Treasurer – Otto Romanino (one year term)  
Recording Secretary – Flo Ratti (one year term)  
Corresponding Secretary – Michael McDermott (one year term)

Seconded by Tom Maxson. All in favor

**V. Assignment of Committees**

Board members agreed to retain their current Committee assignments. (See attached).

Mike Mahoney suggested that the newest Board Member, Katie D'Angio, advise the Board at the next meeting of her interest in serving on any Committee(s).

There being no further business, at 7:10 P.M. Irene Rohde made a motion to adjourn; seconded by Jessica McMath. All in favor.

Respectfully submitted, Chris Marrone

**KENT PUBLIC LIBRARY MEETING**  
**Board of Trustees**  
**Tuesday, January 17, 2017**  
**Immediately following the Annual Meeting**

In attendance: Marty Collins, Katie D'Angio, Mike Mahoney, Chris Marrone, Tom Maxson, Mike McDermott, Jessica McMath, Michele Ment, Irene Rohde and Library Director Carol Donick.

The meeting was called to order by Board President Mike Mahoney at 7:10 P.M. who led in the Pledge of Allegiance.

President Mahoney stated that the Board would now be posting its meeting minutes on the Library's Website beginning with the January meeting to promote even more transparency. The minutes would not be posted until they were approved at the following month's meeting.

**3. Approval of Minutes**

November 15, 2016. Tom Maxson made a motion to approve the minutes as amended; seconded by Michele Ment. All in favor.

December 14, 2016. Jessica McMath made a motion to approve the minutes as amended; seconded by Michele Ment. All in favor.

**4. Treasurer's Report**

November 2016 and December 2016

Mike Mahoney stated that Treasurer Otto Romanino had submitted a detailed summation of the 2016 budget along with additional notes to explain certain items.

Library Director Carol Donick further explained the reasons why the Personnel lines were under budget. Several personnel had left and it took time to find suitable replacements. There was also a maternity leave situation and a sick leave situation when the Disability Insurance had covered some of the costs. Therefore there were some monies allocated for salaries that had not been spent. There had also been a savings on health insurance since one of the new hires did not require it. The Library had not yet received a bill for the Disability Insurance for 2016 since the company was changing their software and running late in their billing. There had been no legal expenses incurred. The accounting line and the miscellaneous line had also been less than the previous year.

Marty Collins questioned the necessity of the fund raising line since the library cannot raise funds. That is the function of the Friends of the Kent Library. She also requested that the Board send a letter to the Friends group thanking them for an outstanding year.

There was also discussion on the necessity of other lines in the budget. Carol questioned the member item line since if and when the Library receives any member funding it is placed in the Capital Fund.

Mike Mahoney suggested that these issues be tabled until he was able to discuss them with the Treasurer for his input and explanation.

Mike McDermott stated that as Corresponding Secretary, he would draft a letter to the Friends thanking them for all their efforts.

Marty Collins made a motion accept the Treasurer's Reports for November and December 2016; seconded by Tom Maxson. All in favor.

## **5. Report of the Library Director.**

Library Director Carol Donick explained that compared to last year, the number of adult fiction books, juvenile audio materials and museum passes were up as well as online offerings, downloadable audio books, Hoopla movies, eBooks and downloadable magazines . A few items were down compared to last year. However, the door count was up 8%. There are electronic counters on the doors to verify this number. The way the library is used is changing but there is still significant use in these new ways.

There will be a staff meeting on January 26<sup>th</sup> to honor two library employees, Connie Pfister and Grace Sisto, for their 20 years of service. Certificates were framed and will be presented to these employees.

Tom Maxson noted that the 8% increase in the door count was impressive. So much is now done on line that people do not even need to leave their homes. Residents use the Library for so many things and they are making the effort to come here physically.

Carol requested that the Board approve the promotion (provisionally) of Pauline Maloney to Library Assistant (youth services) to provide story hours for young children. She also requested the Board approve Sabrina Diaz as a part time clerk to take Pauline's place.

March 1<sup>st</sup> is NYLA's Library Advocacy Day in Albany to lobby state legislators for libraries needs and funding. If unable to attend, there are online options to lobby for libraries. The Mid Hudson Library System is sponsoring a "Library Value Calculator" program to determine how much residents can save by using the materials and services provided at libraries. Carol encouraged everyone to participate. They will also encourage patrons to be a part of the program. Program participants can also have their picture taken to be sent to Legislators and used on social media.

Carol also reviewed the upcoming programs. The Library has renewed its ads on the Lake Carmel Pharmacy bags.

Mike Mahoney made a motion to accept the Director's Report; seconded by Mike McDermott. All in favor.

## **6. Report of Standing Committees**

- A. Budget – No Report
- B. Buildings and Grounds – No Report
- C. Friends – No Report
- D. Long Range Plan of Service – Discussion will begin when Otto Romanino, The Chair of the Committee, returns.
- E. Nominations – No Report
- F. Personnel – Discussion had been held previously in the Director’s Report.
- G. Policy – Mike Mahoney stated that all policies are reviewed on an on-going and scheduled basis.
- H. Public Relations – No Report

## **7. Old Business**

There was no Old Business to discuss.

## **8. New Business.**

- A. Michele Ment made a motion to take \$2,750 from the Capital Fund to replace the carpeting behind the circulation desk with carpet tile. It is very worn where the staff stands to check out books; seconded by Irene Rohde. All in favor.

Carol noted that they had also requested estimates for replacing the carpeting in the entire library. This estimate will be used for long range planning purposes. It will not be done in the near future.

- B. Mike Mahoney made a motion to take up to \$6,000 from the Capital Fund, during the course of 2017, to buy adult books on CD. The Board decided last year to spend part of the bequest received from the estate of Dolores Kraus for adult books on CD to go in the audiobook area named after her. This discussion took place during the development of our operating budget this summer and it is included in the Capital budget; seconded by Marty Collins. All in favor.

Mike requested that the Library place stickers on the CD’s with some wording indicating that the funding for this item was donated by the estate of Dolores Krause. Katie D’Angio noted that the phrase “made possible by” is often used for denoting donations.

- C. Tom Maxson made a motion to take up to \$4,799 from the Capital Fund to replace the server which was purchased in 2010. \$7,000 was placed in the Capital budget for equipment in 2017: seconded by Marty Collins for discussion.

Carol explained that the server is a key piece of our computer system and we cannot be without it. Seven years old is old for computer equipment. Our computer consultant advised us to use the old server and switch over to the new if and when it becomes necessary. We should be prepared.

Marty Collins questioned if there was any way for the new server to automatically kick on if the old one fails.

Mike McDermott questioned if the old server should serve as back-up and the new server be put to use immediately.

Mike Mahoney questioned if the new server will be able to be used for future storage use.

Jessica McMath questioned if there would be any loss of current uses with the new server.

Carol said she will discuss all these issues with the consultant and get the answers.

All in favor.

- D. Mike Mahoney made a motion to confirm Pauline Maloney as Library Assistant (youth services) provisionally and Sabrina Diaz as part time page to replace Ms. Maloney; seconded by Tom Maxson; All in favor.
- E. Carmel Rotary Club Basketball Shootout to be held on March 4, 2017 at the Carmel High School gym.

Marty Collins agreed to represent the Library as a Shootout participant. She had attended the kickoff luncheon. This is a great fund raising opportunity for the Library but it must be a group effort to get wide spread support. A plan should be devised to get the word out there and get community support.

#### **9. Announcement of Next Board Meeting – Tuesday, February 21, 2017.**

There being no further business, at 8:05 P.M. Marty Collins made a motion to adjourn; seconded by Tom Maxson. All in favor.

Respectfully submitted,  
Chris Marrone