

## Kent Public Library

### Board of Trustees

#### Minutes of Meeting of November 28, 2017

The meeting was called to order at 7:00 PM by President Mike Mahoney with the Pledge of Allegiance to the Flag.

**Present:** Mike Mahoney, Board President, Carol Donick, Library Director, Irene Rohde, Michele Ment, Jessica McMath, Mike McDermott, Tom Maxson, Otto Romanino, Jane Fowler, Friends liaison, Marty Collins, and Florence Ratti.

**Minutes:** Motion was made by Irene Rohde to accept minutes as amended (spl. errors) of October 17, 2017 meeting and seconded by Jessica McMath. All in favor

**Treasurer's Report:** October's report was tabled because Otto was absent. Questions were asked about how close we are coming to be able to sustain the library without needing to increase our budget. Otto replied that we are coming close to the point where we would have need to go into our fund balance to continue at our current level which is not a good thing. We cannot start dipping into our capital balance because it will be needed for repairs as the facility ages. Motion made by Mike McDermott and Seconded by Tom Maxson to approve the October and November reports. All in favor.

**Check Register Report:** This item has become very popular with the board members. It makes it much easier to review the monthly payments. Many questions were asked and answered satisfactorily. Motion was made by Marty Collins and seconded by Michele Ment to approve the report. All in favor.

**Library Director Report:** Carol again wanted to thank the Friends for the donation of \$3000 toward the new furniture for the new meeting room. **Item Discussion:** It has been brought to our attention that some other libraries in larger towns are having problems with the new opioid crisis and decided to have Narcan available in the libraries. It seemed to increase the use of those libraries as safe places to shoot up. The board was against our becoming known as that type of library and since we are not as readily accessible as town libraries, we felt comfortable with the status quo. The Kent Police suggested a few hand-held panic buttons especially for the downstairs program room and for anyone closing up to carry while checking the building before closing. In case of violent incident, anyone downstairs was told to go into the utility room and lock the door and shelter in place until whatever crisis was over. Carol will have a meeting with the Friends and update them on this plan also. The police will speak to the Town Board about getting a security camera for over our rear entrance and the front lobby door. **Item Discussion:** Carol and Otto hope that the auditors will be done shortly so that they can pay this bill in 2017. **Item Discussion:** Long Range Plan has had another committee meeting and finalized some more details. **Item Discussion:** The following item was tabled from last month due to Otto's absence. Patron Warren Davis wanted to dedicate an existing tree to his deceased wife, Ellen. Much discussion surrounded this request. It will be voted on under new business. **Item Discussion:** Rosemary Douglas from ABS requested an increase in their fee from \$485 per month to \$500 per month. This company does the monthly payroll, bill paying, etc. Otto advised that they have not had an increase in two years and \$15.00 per month is not a hardship. Motion to approve this increase made by Otto Romanino and seconded by Mike Mahoney. All in favor. **Item Discussion:** Carol wishes to change the policy whereby a refund is given to a patron who loses a book but finds it within a three month period. She would like to shorten it to 30 days. All were in favor of this revision. **Item Discussion:** Carol wants to apply for the Kent Public Library to be part of the Early Literacy Cohort Project All were in favor of this. Motion was made to accept the report by Tom Maxson and seconded by Marty Collins.

#### **Report of Standing Committees:**

- A. Budget: The budget submission for 2018 is done and has been submitted to the Town Board.
- B. Buildings & Grounds: Adam is continuing to winterize.
- C. Friends: Jane reported that the book sale brought in \$2000. and had 230 visitors. The Saturday book sales are also doing well and they are getting a lot of their book sellers coming on those days (second Saturday of the

month) . Putnam County Savings Bank has created a foundation and is looking for ways to donate money to town organizations to fund small projects. Jane was thinking of requesting money for upgrades to the children's area. Board members thought this was a great idea. Installing a dumb waiter for all the donated books was again discussed. Cost is again a factor as this would likely be quite expensive.

- D. Long-Range Plan of Service. Since Otto will be away January, February and March, Jessica McMath has volunteered to become Second Chair and will continue to work with Carol on setting up the "Community Conversations" beginning in January. The committee will gather information from these meetings and in April we will begin finalizing our long-range plan.
- E. Nominations: Officers for 2018 -- Mike Mahoney – President, Michele Ment - Vice President, Mike McDermott – Corresponding Secretary, Florence Ratti – Recording Secretary, Otto Romanino – Treasurer.
- F. Personnel – Marty Collins will invite Chris Marrone who recently resigned from the board to attend the Christmas Party as our guest.
- G. Policy – Two policies to be approved under new business.
- H. Public Relations – Same excellent job being done.

### **New Business:**

- A. Holiday Dinner Announcement.
- B. Approve revisions to the Fund Balance Policy. Motion made by Otto Romanino and seconded by Marty Collins. All in Favor.
- C. Approval of revisions to Program Room, Meeting Rooms and Gazebo Use Policy. There was a question regarding marriages in the gazebo. Library does not handle this. It is handled by the Town. Motion made by Irene Rohde and seconded by Michele Ment. All in favor.
- D. Approve paying Lou Albano \$720 from the capital account for painting the children's circulation area and repairing the laminate in that area. Motion made by Mike McDermott and seconded by Michele Ment. All in favor.
- E. Approve spending up to \$5400 from the capital account for 4 new computers to replace two "database" computers, the computer in the Local History/Genealogy room and the computer in the children's circulation area. Motion made by Marty Collins and seconded by Michele Ment. All in favor.
- F. Vote on accepting a donation to dedicate a tree on the library grounds. It was decided that we could not do this and Carol should make alternate suggestions to Mr. Davis to see if we could aid him in honoring his wife in another manner such as a book plate in donated books, or tiles in the Cornerstones Mural. Motion made by Otto Romanino and seconded by Mike McDermott. All in favor.

The next meeting of the board will be on December 19<sup>th</sup>, 2017 at 6:00 PM at Cutillo's.

Motion to adjourn was made by Flo Ratti and seconded by Michele Ment.

Meeting adjourned at 8:30 PM

Respectfully Submitted,  
Florence Ratti