

**KENT PUBLIC LIBRARY MEETING  
BOARD OF TRUSTEES  
Tuesday March 21, 2017  
7:00 P.M.**

In attendance: Marty Collins, Katie D'Angio, Michael Mahoney, Chris Marrone, Jessica McMath, Michele Ment and Library Director Carol Donick.

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

**3. – Approval of Minutes.** Marty Collins made a motion to approve the February minutes; seconded by Jessica McMath. All in favor.

**4. – Treasurer's Report.** Library Director Carol Donick stated that the library is close to budget/ Mike Mahoney questioned the item "member item" in the budget. Carol explained that it represents special funding from members of the State Legislature. Michele Ment made a motion to approve the Treasurer's Report; seconded by Marty Collins. All in favor.

**5. Director's Report.** Carol reported that all the work was finished in the Program Room. It is usable but it will be updated with a new table and the carpet will be cleaned.

Carol thanked Board Member Marty Collins for her representation for the Library at the Carmel Rotary Basketball Shootout. Marty made 32 baskets.

The staff would like to enlarge the DVD shelving area since the collection is growing and gets a lot of use. They will also be moving the database computers to a more suitable location.

It has been suggested that the Board purchase a tile in the Cornerstone mural in memory of Jean Ennebuske. She had been a former Board Member and great advocate for the Library.

The Putnam County Legislature will be presenting a proclamation honoring libraries at their monthly meeting on April 4, 2017. Carol will be there to accept the proclamation and she invited Board members to also attend.

The Library's Annual Report has been accepted by the Mid-Hudson Library system. In addition the Library System made a poster of the people who participated in the "Real People, Real Dollars" campaign, including Kent library patron, Jane Ryan.

The Library has been having problems with our SAM software which is the computer software which controls our public use computers and their ability to print and collect money for printing. There have been numerous complaints from patrons. A new system, Envisionware, has been in use for several months by the Catskill library. Mahopac Library recently switched to Envisionware. Brewster, Patterson and Cold Spring Libraries are also considering the switch. If our Library were to switch now we would be entitled to a reduced price. It also has a lower annual fee. The staff will visit the Mahopac Library to see

it in actual use. Carol requested the Board approve the necessary funding to acquire the new software if she and the staff were satisfied with what they learn about Envisionware at the Mahopac Library.

Chris Marrone has made some progress in requesting that Putnam County busses come into the Kent government complex. When the change in the route is approved, the Library will advertise on its website and send a press release to local newspapers. It will give residents access not only to the library but also Town Hall and polling places. The Library will again host a summer lunch program and bus service would be helpful to those who participate.

The Kent Winter festival was a success despite the warm weather. The “people counters” counted 919 people who came through our doors on February 25<sup>th</sup> as part of the Winter festival.

There will be a workshop on “Essential Trustee Duties and Responsibilities” on April 8<sup>th</sup> at the Mid-Hudson Library System.

The air handler which provides both heating and cooling for the downstairs area is no longer working. The lower area of the library is too cool to be comfortable. The unit will have to be replaced. Carol will get bids and check on the terms of the warranty.

The Policy Committee recommends some wording changes for clarity on the Service and Equipment Contracts Policy and the Whistleblower Protection Policy.

Circulation is up on e-books and other on-line services. Program attendance usage is up substantially.

Marty Collins made a motion to accept the Director’s Report; seconded by Michele Ment. 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 – No Report
- E. Nominations – No Report
- F. Personnel – No Report
- G. Policy – The recommendations will be coming up for a vote under “New Business”.
- H. Public Relations – No Report.

## **7. Old Business.**

Mike Mahoney again thanked Marty Collins for her participation in the Rotary Basketball Shootout.

## **8. New Business.**

- A. Vote to take \$1,379.00 from the Capital Fund to replace the downstairs water heater. Michele Ment made a motion to accept; seconded by Mike Mahoney. All in favor.
- B. Vote to take up to \$1,300.00 from the Capital account for tables for the new program room. This could be paid for through Senator Sue Serino’s grant. Marty Collins made a motion to approve; seconded by Jessica McMath. All in favor.

- C. Vote to take up to \$4,500.00 from the Capital account to replace SAM printing and computer management software with Envisionware, if this is deemed advisable after further study. This is part of the Capital Plan. Mike Mahoney made a motion to approve; seconded by Marty Collins. All in favor.
- D. Vote to take up to \$7,300 from the Capital account to replace the Geo-Thermal air handler in the lower area of the library. Michele Ment made a motion to accept; seconded by Marty Collins. All in favor.
- E. Approve changes to the Service and Equipment Contracts policy. Marty Collins made a motion to approve; seconded by Jessica Mc. All in favor.
- F. Approve changes to the Whistleblower Protection Policy. Michele Ment made a motion to approve; seconded by Marty Collins. All in favor.

**9. Announcement of Next Board Meeting – April 18, 2017.**

There being no further business, at 8:05 P.M. Michele Ment made a motion to adjourn; seconded by Jessica McMath. All in favor.

Respectfully submitted,  
Chris Marrone