**Kent Public Library**

**Board of Trustees**

**Minutes of Meeting of June 20, 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, Mike McDermott, Chris Marrone, Otto Romanino, Tom Maxson, Jessica McMath, Michele Ment, Irene Rohde, Kate D'Angio, Jane Fowler (Friends Liaison), and Florence Ratti

**Minutes:** Motion was made by Tom Maxson to accept minutes of May 16, 2017 meeting as amended and seconded by Irene Rohde. All in favor

**Treasurer's Report:** Motion was made by Mike McDermott to accept the treasurer's report and seconded by Michele Ment. All in favor.

**Library Director Report:** During her report Carol discussed the upcoming training classes being offered by MHLS. This fall there will be three classes focusing on “Trustee Essentials” which might be of interest to the board members. They will be held at three different locations at varying times. **Item Discussion:** Carol then moved on to show the board the new magnetic signs that will be going on the PART buses traveling north on Route 52 from Putnam Plaza to Ludingtonville Road. These signs will tell patrons riding the bus that they can get off the bus at the library by simply asking the driver to make the stop and can be picked up by calling the posted phone number. If this campaign is successful, the library could be added as a permanent stop in the future. **Item Discussion**: The date for this year’s Kent Community Day has been set as September 9, 2017. Board members were asked to mark their calendar and donate a few hours of time to man the booth on that day if possible. **Item Discussion:** Carol received a letter from the Putnam Community Service Network asking for nominations for this year’s award. **Item Discussion:** A security camera has been installed overlooking the parking lot to enhance security in that area. **Item Discussion:** Although voter registration forms were always available at the library, Carol has asked for approval for the Kent Public Library to be listed on the website –nationalvotorregistrationday.org - so anyone checking to see where they can get said forms in this area will know that KPL is one of those places. All board members approved but asked that the Town Board be advised of our plans. **Item Discussion:** The board thanked the Friends of Kent Library for their donation toward the July 4th Fireworks Display. The library will be presenting special Patriotic Story Hour on July 1st in the Gazebo. **Item Discussion:**  KPL has again sent a letter to Senator Sue Serino requesting bullet aid for a future project in the library. **Item Discussion:** The Audit Proposal received from Nugent and Haeussler, P.C. has been received and Otto is in favor of accepting them as our new auditors. References have been checked and other libraries that have used their services have been contacted with very positive results. Motion to accept the Library Director's report was made by Jessica McMath and seconded by Michele Ment. All in Favor.

**Report of Standing Committees:**

A. Budget: Otto advised that the budget committee for 2018 would meet on July 18, 2017. He will send out an e-mail confirming time and date. .

B. Buildings and Grounds: Grounds are looking good. Old carpeting behind circulation desk has been replaced. The next area in need of replacement is in the rear entry near the Book Nook. Carpeting in the hallway by the offices will be cleaned.

C. Friends: Jane Fowler reported that the volunteers logged 338 hours this past month - an over the top amount – due to the book sale. The income from the Book Sale was just shy of $3,000. Jane reminded everyone that the Friends Annual Meeting will be on Tuesday, June 27th at 7:00 PM. Membership renewal letters will be going out as soon as possible and an email has been sent to over 3000 library patrons asking them to join the Friends. Businesses will be getting letters also. Jane gave Carol a check for Clinton Community Library as a donation to defray from the cost of hosting The Battle of the Books. Jane has finally received an invoice from the auditor and they are finalized. The Book Nook and The Book Cellar were not taking in books in order to give the volunteers a break after all the hard work done for the book sale. Mike Mahoney thanked the Friends for all the hard work they do for the library. They are to be commended.

D. Long-Range Plan of Service: Otto has set a meeting for July 18th and will be sending out an e-mail with details.

E. Nominations: No Report

F. Personnel: No Report

G: Policy: A number of Policies will be voted on under new business.

H: Public Relations: No report

**Old Business:**  No Report

**New Business:**

A. Approve hiring of Christopher Figura as a page to replace Sergio Zygmunt, in providing technical help on Saturday mornings from 10 to 2. Motion made by Michele Ment and seconded by Irene Rohde.

B. Approve hiring Tara Micale as a part-time summer page. Motion made by Tom Maxson and seconded by Mike McDermott.

C. Approve spending $1,130.40 from the Capital Fund to recarpet hallway area near the back entrance to the library. Motion was made by Irene Rohde to approve the transfer and seconded by Otto Romanino.

D. Approve contracting with Nugent and Haeussler, P.C. to audit the library’s financial statements for 2016. Motion was made by Otto Romanino and seconded by Tom Maxson.

E. Policies:

Gifts & Donations – Take out the word videos. Approve as amended. Motion made by Mike Mahoney and seconded by Irene Rohde. All in favor

Safety – Motion made to approve by Tom Maxson and seconded by Mike McDermott. All in favor

Patron Code of Conduct – Motion made to approve by Chris Marrone and seconded by Irene Rohde. All in favor.

Next Board meeting will be July 18, 2017 at 7:00 p.m.

Motion to adjourn made by Flo Ratti and seconded by Mike McDermott. All in favor.

Meeting adjourned at 8:00 p.m.

Respectfully submitted, Florence Ratti, Recording Secretary