

Kent Public Library

Board of Trustees

Minutes of Meeting of August 15, 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, Tom Maxson, Mike McDermott, Otto Romanino, Jessica McMath, Marty Collins, Katie D'Angio, Jane Fowler, Friends Liaison and Florence Ratti

Minutes: Motion was made by Irene Rohde to accept minutes of July 18, 2017 meeting and seconded by Tom Maxson. All in favor

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

Library Director Report: Carol reported that she received a check in the amount of \$3,528 which is Local Library Services Aid from the State of New York. **Item Discussion:** On September 19th MHL is holding a class on Financial and Fiduciary Responsibility. Four board members would like to attend this class but it is the same night as our board meeting. Moving the board meeting to a different night was discussed and will be voted on under new business. **Item Discussion:** New hire starting in September in the "Homework Help" position will be Karissa DiPierro, a Carmel High School student. **Item Discussion:** We have reached an agreement with the firm of Nugent & Haeussler, accountants to do an audit of our financial statements for 2016. **Item Discussion:** A new law – Paid Family Leave Benefit Law – has just been passed. There was much discussion surrounding this issue and it became clear that many questions need more clarity before we go forth with implementing this into our payroll system. **Item Discussion:** Carol announced that September is national Library Card Sign-up month. There was much discussion on how to encourage sign-up. Past practices were discussed and up-dated thoughts were bounced around. There were many suggestions on how to reach as many people as possible i.e. go to the school book sales; forms that can be filled out on-line and a number could be sent back so that people could use the on-line features of the library without having to physically come in – the cards could be picked up any time after that; place an item in the school newsletter; use the school's "Peachjar", etc. **Item Discussion:** Kent Community Day – Carol again asked for volunteers to help man the library table on that day in two-hour increments. **Item Discussion:** Carol handed out a survey that she would like to implement on Kent Community Day to get some input on the community needs from the public library. The form was discussed, changes, additions, subtractions were suggested. Handing out the form at the entrance and suggesting that it be turned in at the Kent Library Table was another suggestion. Carol will revise the form and e-mail the board members an up-dated version to approve. Motion was made to accept the director's report by Tom Maxson and seconded by Marty Collins. All in favor

Report of Standing Committees:

A. Budget: Otto advised that the budget committee will meet again on September 11, 2017 at 6:00 PM to finalize the 2018 budget before presenting it to the full board and then the Town Board.

B. Buildings and Grounds: Otto reported that all is going well and the grounds are looking good.

C. Friends: Jane Fowler reported that the volunteers put in 120 hours for the month of July. Their membership drive went well and they received some big donations from businesses. It was the first time they had solicited business owners and were pleasantly surprised by their response. Marty Collins commented that sometimes they just need to be asked. The decals went out with the thank-you letters. Next year the decals will be made so that they go on the “inside” of the window. It was a misunderstanding with the fabricator. The Friends held a “Teacher Appreciation day” where they invited teachers to come in and get books for their classrooms. They sold them a canvas bag and told them to fill the bag for free. Only 16 teachers came but were very impressed and supportive and promised to promote it with all their peers. Since it was the Friends first one, they were happy with the day. They will be doing it again on the second Saturday in September and October. The Friends also purchased two mobile book shelves that can be moved around out of the way of programs. They have also established their tax exempt status with Staples and Amazon.

D. Long-Range Plan of Service: Otto advised that this committee will meet again on September 11, 2017 at 5:00 PM. Hopefully we will have the results of the survey sheets that were distributed and the feedback will aid in our future plans.

E. Nominations: No Report

F. Personnel: No Report

G: Policy: No Report

H: Public Relations: Carol is continuing to do an excellent job of getting the library mentioned in the area publications.

Old Business: No Report

New Business:

A. Before addressing this item, a discussion of how to differentiate between the program rooms ensued. It was decided that in the future they will be designated at the North Program Room, the South Program Room and the Downstairs Program Room.

After this was decided a motion was made by Mike Mahoney to approve spending up to \$6,700 from the capital account for the new chairs and tables for the North Program room. This furniture is by the same company and will match the furniture which is currently in the library. The friends have agreed to cover \$3,000 of the expense from their Cornerstones account, which is earmarked for furniture. We spent \$3,300 of our \$8,000 grant in 2016 from Sue Serino on the renovations to the former Senionet room, which would leave \$4,700 most of which could go towards the furniture. The motion was seconded by Marty Collins. All in favor.

B. Kent Community Day – Already discussed and decided upon.

Discussed previously was the date of the September board meeting. Due to the conflict with the MHL class it was decided that the September meeting would be held on Monday the 18th of September at 7:00 p.m.

Motion to adjourn made by Flo Ratti and seconded by Marty Collins. All in favor.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Florence Ratti, Recording Secretary