

Kent Public Library

Board of Trustees

Minutes of Meeting of September 18, 2017

The meeting was called to order at 7:05 PM by President Mike Mahoney with the Pledge of Allegiance to the Flag.

Present: Mike Mahoney, Board President, Carol Donick, Library Director, Tom Maxson, Mike McDermott, Otto Romanino, Jessica McMath, Marty Collins, Katie D'Angio, Michele Ment, and Florence Ratti

Minutes: Motion was made by Mike McDermott to accept minutes of July 18, 2017 meeting and seconded by Marty Collins. All in favor

Treasurer's Report: Otto advised that we were 2% under budget and doing well. Motion was made by Tom Maxson, to accept the treasurer's report and seconded by Marty Collins. All in favor.

Library Director Report: Carol reported that she has ordered the new furniture for the old senior net room and will be delivered by the end of October. She will contact Sue Serino's office to try to set up a date for her to come here for the official opening of the room since her grants helped make the conversion into a program room possible. **Item Discussion:** Carol is in the process of hiring a new part-time library clerk and feels it is very important to get the right person since there is so much contact with the public. She has interviewed 9 people so far and will make a decision soon. **Item Discussion:** The Paid Family Leave Act that will go into effect on January 1, 2018, has not been embraced by the staff of the library at this time. This was discussed by the board and it was decided that we should opt out for 2018 and revisit it in the fall of 2018. There is no penalty for opting in or out. **Item Discussion:** MHL will hold their annual meeting on October 27th, 2018 at Hyde Park again this year and Carol asked who would like to attend. A number of board members volunteered. There is also a Women's symposium after the MHL meeting re: Women in Politics - which we can also attend. **Item Discussion:** September 26th is Voter Registration Day. Carol will set up a table near the circulation desk and asked for volunteers to man the table during the day. Board members picked their hour and the day was covered. **Item Discussion:** Carol has received more responses to the survey and has sent out e-mails to those who volunteered for focus groups. We will try to set up a meeting with those who respond to the e-mail. **Item Discussion:** The board approved the "food for fines" for the month of November. Carol also thanked all the volunteers who worked on Kent Community Day. It was a successful day. **Item Discussion:** Carol has received an estimate for the labor cost to remove the two computers from their present location and reinstall them in front of the computer lab. Install new shelving for additional DVD's. The cost would be \$1800 for labor and \$900 for the shelving. Since we have extra monies on the DVD budget line since we could not purchase any due to space constraints, this money could be used for the labor and new shelving costs. Motion was made to accept the director's report by Mike Mahoney and seconded by Mike McDermott. All in favor

Report of Standing Committees:

- A. Budget: The 2018 budget was presented to the board for approval prior to submitting it to the Town Board. Many items were discussed. Major discussion surrounded our need to seriously consider going for a 414 vote. We cannot continue dipping into our fund balance which is needed to tide us over until we receive the town budget appropriation. This has been necessary for the past few years in order to maintain a level budget submission to the town. We need that fund balance to carry us through the

January/March time period. A motion was made to accept the 2018 budget by Mike Mahoney and seconded by Mike McDermott.

B. Buildings and Grounds: Otto advised that Adam will start winterizing – cutting back bushes, cleaning up leaves, etc.

C. Friends: No Report

D. Long-Range Plan of Service: Otto advised that this committee held its second meeting and will continue to meet on a monthly basis until the plan is complete. Setting up focus groups will be our next priority.

E. Nominations: No Report

F. Personnel: No Report

G: Policy: No Report

H: Public Relations: Carol and other staff members are continuing to get our programs in the papers.

Old Business: The renaming of the programs has not gone over well so a motion was made by Mike McDermott and seconded by Otto Romanino to revert to calling the rooms by their old names – the “Program Room” and the “Meeting Room”. All in favor.

New Business:

- A. A motion was made by Michele Ment to approve spending up to \$1800 from the capital account to move the two computer work stations from the left side of the circulation desk to the area in front of the computer lab, and install new shelving in that area to allow for growth in our DVD collection. The \$917 cost for the metal shelving and the electrician’s fee can come out of our DVD budget. The motion was seconded by Mike McDermott. All in favor.
- B. A motion was made by Jessica McMath to approve the hiring of Karissa DiPierro as a part-time page to provide with homework help on Monday, Wednesday and Saturday afternoons. The motion was seconded by Marty Collins. All in favor.
- C. A motion was made by Mike McDermott to approve the hiring of Tyler McMath for two hours a week on Monday mornings to assist the Friends in moving donated books and other tasks. (The Friends will reimburse the library for Tyler’s salary.) The motion was seconded by Otto Romanino. All in favor with one abstention.
- D. A motion was made by Tom Maxson to approve the holiday schedule for 2018 and seconded by Mike McDermott. All in favor.
- E. Motion was made by Mike McDermott that we opt out of enrolling in the Paid Family Leave Act for the year 2018 and revisit this issue on a yearly basis. The motion was seconded by Mike Mahoney. All in favor,

The next board meeting will be on Tuesday October 17, 2017.

Motion to adjourn made by Flo Ratti and seconded by Jessica McMath. All in favor.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Florence Ratti, Recording Secretary