

# KENT PUBLIC LIBRARY

## Board of Trustees

### Minutes of Meeting of February 20, 2018

The meeting was called to order at 7:02 PM by President Mike Mahoney

**Present:** Mike Mahoney, Board President, Carol Donick, Library Director, Marty Collins, Katie D'Angio, Thomas Maxson, Mike McDermott, Jessica McMath, Irene Rohde, and Michele Ment

**Minutes:** Motion was made by Jessica McMath to accept both the minutes of the Annual meeting and the Board Meeting held January 30, 2018. The motion was seconded by Marty Collins with all in favor.

**Treasurer's Report:** The report for the month of January was included in the package. The Board reviewed the Treasurer's Report showing that actual for January 2018 was 1% below budget. No special commentary was provided as Otto Romanino was absent. The Motion was made by Mike Mahoney to accept the written reports. This motion was seconded by Marty Collins and all were in favor.

**Check Register/Invoice Presentment:** The check register as well as the invoices listed on the check registers for January 22, 2018 to February 5, 2018 were provided to the Board. A motion to approve this report was made by Tom Maxson, seconded by Irene Rohde, and all were in favor.

**Report of the Library Director:** The Putnam County Savings Bank (PCSB) Community Foundation has told The Friends of the Kent Public Library that they might be able to make a donation if a proposal could be written that: (a) requests funding and (b) notes what the funding will be used for. The money is expected to be used for items for children, but needs to be approved at PCSB's central headquarters. The amount is likely to be around \$1,000. **Item Discussion:** Warren E. Davis would like to donate a teak bench with a plaque to honor his deceased wife and other members of his family. Mike Mahoney and Carol Donick met with Mr. Davis to discuss the particulars of his request. As a result, a **motion was made by Mike Mahoney and seconded by Irene Rohde** to accept one bench with a plaque to read: "Dedicated to Ellen and Warren, Nellie, Nadav, Cataleya, Nina, and Nisin. Carol will further discuss with Mr. Davis the specifics on the plaque as well as all of the costs associated with the bench. **Item Discussion:** Annual report was submitted by Carol prior to the Board meeting as a result of the quick turnaround required by Mid-Hudson. Acceptance of this annual report will be voted on by the Board in New Business. A notable point is that the Library lent out 25,540 items to other libraries during the past year. This was more than twice the number that Library patrons borrowed from other libraries. **Item Discussion:** January's circulation was up 4.5% with the biggest gain being in DVD's. The new shelving appears to be assisting with this boost. **Item Discussion:** Carol will be on vacation from March 16 to April 6 and Rebecca will attend the March Board meeting in her place. Carol will have her phone with her and will be checking emails if any issues arise during her vacation that need her attention. **Item Discussion:** The Rotary Club is again sponsoring a community basketball shoot-out on Saturday, March 3 from 9 to noon. Marty Collins has graciously agreed to shoot baskets. **Item Discussion:** The Library is looking into hosting a rock climbing wall or tower in the library parking lot on June 30<sup>th</sup>, the day of Kent's fireworks. (In the past, the Library was asked by the Town of Kent to plan an event on the fireworks weekend with just a few weeks' notice, after many groups who present summer programs at libraries were fully booked.) Due diligence was done on the insurance as well as the Town's insurance, as the Library would be a named insured on the policy for this event. **Item Discussion:** The fiscal year 12/31/2016 audit was presented to the Board for review. A motion to accept the Report of the Library Director was made by Tom Maxson, seconded by Mike Mahoney, and favored by all.

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

A. Budget; B. Buildings and Grounds, and C. Friends committees had no report due to absent Committee Chair members and no new items for discussion.

D. Long-Range Plan of Service. Jessica McMath noted two significant themes that was common among the three community meetings: Communication and Collaboration. Challenges of communication include both the variety of media available as well as the diversity of people trying to be reached. The focus of collaboration was to engender discussion amongst the larger community organizations to provide for effective focus. Two ideas of what the Library can do now include:

- Welcome wagon – get in touch with Realtors and the other sources regarding new residents in the area to get mailings/emails lists together and coordinate regularly scheduled meetings that provide for new residents to learn about their community
- Beautification – get in touch with the Kent Police and the Kent Beautification Committee to learn more about road clean up on Earth Day, April 22<sup>nd</sup>.

E. Nominations. Discussion about potential candidates to replace Chris Morrone who resigned at the end of 2017. The idea was raised to target parents with young children to add perspective.

F. Personnel; and G. Policy had no new discussion items.

H. Public Relations. Positive articles were noted. Good job continues to be done to positively highlight what is new at the Library to the community.

### **New Business:**

A. A motion was made to approve the submission of the 2017 Annual Report to New York State by Michele Ment, seconded by Marty Collins and approved by all.

B. A motion was made by Tom Maxson to approve the 2016 audit report. This was seconded by Irene Rohde and favored by all.

The next meeting will be held March 20, 2018.

At 8:40 PM, a motion to adjourn meeting was made by Irene Rohde, seconded by Michele Ment, and favored by all.