

# KENT PUBLIC LIBRARY

## Board of Trustees

### Minutes of Annual Meeting of January 30, 2018

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, Marty Collins, Katie D'Angio, Thomas Maxson, Mike McDermott, Jessica McMath, and Michele Ment

**Reelection of Board Member:** Motion was made by Marty Collins to **accept the reelection** **renew the board membership** of Otto Romanino, a Board Member whose term expired at the end of 2017. This motion was seconded by Michele Ment, and all were in favor.

**Election of Officers:** Motion was made by Michele Ment to nominate the following officers for the following terms. This motion was seconded by Tom Maxson and all were **elected unanimously** **in favor**.

President – Michael Mahoney (two year term)  
Vice-President – Michele Ment (one-year term)  
Treasurer – Otto Romanino (one year term)  
Recording Secretary – Flo Ratti (one year term)  
Corresponding Secretary – Michael McDermott (one year term)

**Assignment of Committees:** Motion was made by Marty Collins to accept assignment of committees with the existing Board Members, as noted in the Annual Meeting agenda. This motion was seconded by Mike McDermott. All were in favor. Committees include, Budget, Building and Grounds, Friends, Long Range Plan of Service, Nominations, Personnel, Policy, Programming Liaison, and Public Relations

Motion to adjourn meeting was made by Marty Collins and seconded by Michele Ment at 7:10 PM

# KENT PUBLIC LIBRARY

## Board of Trustees

### Minutes of Meeting of January 30, 2018

The meeting was called to order at 7:10 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, and Michele Ment

**Minutes:** Motion was made by Michele Ment to accept the minutes of the meetings held November 28, 2017 and December 19, 2017. The motion was seconded by Jessica McMath with all in favor.

**Treasurer's Report:** December's report was included in the package. The Board reviewed: (a) the Treasurer's Report showing budget to actual for calendar year 2017; (b) Treasurer's Report for Fiscal 2017; and (c) financial statements for calendar year 2017. No special commentary was provided as Otto Romanino was absent. The Motion was made by Tom Maxson 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 November 28 to 2017 to January 8, 2018 were provided to the Board. A motion to approve these reports was made by Mike McDermott, seconded by Mike Mahoney, and all were in favor.

**Report of the Library Director:** The Library recently made available on its website, a streaming video service called Kanopy. It offers more than 30,000 feature films, documentaries, training videos and more. It is a fully searchable web service, which needs a Library card and PIN to access. The Library has had some recent, positive press in the local newspaper that was noted. **Item Discussion:** Two of the three Community Conversations have occurred with the final one occurring Saturday, February 3<sup>rd</sup> at 11 am. Similar questions were raised at all meetings and similar concerns and responses have been received. **Item Discussion:** The Mid-Hudson Library system deletes patrons **after 3 years after their cards have expired. of non-use are detected.** Carol and her staff contacted via email and phone, **over 300 264** people who had Library cards on the **list to be deleted. expiration list.** Of those, 76 renewed. Given the prevalence of Library usage on-line, and people's concerns when their cards expire, Carol was pleased with those results and will continue this practice. **Item Discussion:** Warren E. Davis would like to dedicate teak benches with a plaque to honor his deceased wife and **other members of his family.** Mike Mahoney and Carol Donick will meet with Mr. Davis to discuss the particulars of his request. **The board felt that the library only needed one additional bench, not two.** **Item Discussion:** Circulation for December 2017 was down **from over** December 2016 by 3%. This was partially attributed to the unexpected loss of one day, where the Library was closed due to weather. **Item Discussion:** The 2016 audit is expected to be completed shortly, although later than anticipated. It will be made clear to the auditors that the fiscal year 2017 Audit needs to be completed by November, 2018. The Annual Report is due to Mid Hudson by February 16<sup>th</sup>. Work on that has also started. A motion to accept the Report of the Library Director was made by Jessica McMath, seconded by Mike McDermott, 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. Notes were passed out by Jessica McMath for the 1<sup>st</sup> and 2<sup>nd</sup> meetings. The 3<sup>rd</sup> meeting for Friday, February 3<sup>rd</sup>, which will be conducted by Carol Donick with Jessica McMath and Mike Mahoney as Board representatives.

E. Nominations. Discussion about potential candidates to replace Chris Morrone who resigned at the end of 2017.

F. Personnel. No new discussion items

G. Policy. Will check to determine if there is a specific policy on the outside grounds of the Library.

**Carol will distribute the Gifts and Donations policy.**

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:** Carol requested approval to take up to \$500 from the Capital Account to install a vent facilitating the disbursement of heat generated from the computer LAN room to the book cellar/program room. A motion to approve this request was made by Mike Mahoney, seconded by Jessica McMath, and favored by all.

The next meeting will be held February 20, 2018.

At 8:10 PM, a motion to adjourn meeting was made by Michele Ment, seconded by Marty Collins and favored by all.