

## Kent Public Library

### Board of Trustees

#### Minutes of Meeting of April 17, 2018

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, Michele Ment, Jessica McMath, Mike McDermott, Otto Romanino and Florence Ratti.

At this point MaryEllen Odell, County Executive, arrived to present the Kent Public Library with a check in the amount of \$50,348.00 which represents this year's budgetary allowance from Putnam County. Picture taking and discussions ensued for the next 35 minutes. The regular board meeting resumed at 7:35 pm

**Minutes:** Motion was made by Irene Rohde to accept minutes and was seconded by Mike McDermott. All in favor

**Treasurer's Report:** Otto advised that we are 2% under budget for the first quarter which is where we have been in the past. Motion made by Mike Mahoney and seconded by Jessica McMath to approve the March report. All in favor.

**Check Register Report:** This report was reviewed by all members. There were no questions. Motion was made by Michele Ment and seconded by Irene Rohde to approve the report. All in favor.

**Library Director Report:** Carol advised the Board that PCSB will be awarding the Friends grant application in the amount of \$2,575.00. It was decided to ask for a Monday presentation since most of the Friends are in the building sorting books on that day. **Item Discussion:** Warren Davis has been satisfied with the bench substitution for the tree and the cost of the bench - \$1350.00 – has been donated. **Item Discussion:** Two positions will soon be open. Ellen Dalton, a part-time library clerk, has resigned effective April 20th. Carol has interviewed several candidates for this position and expects to be able to make a job offer soon. Christine Parker, our program coordinator, has told us that she will be moving from the area in June. This is a competitive civil service position, and Carol has sent out canvas letters to people on the civil service Library Assistant list. **Item Discussion:** Putnam County Library Association Meeting in May will have 4 representatives from Kent so far. **Item Discussion:** It was decided to make a donation to St. Jude Research Hospital in memory of Bob Bennett. **Item Discussion:** Watching the circulation trends since last year has shown an increase in audio and e-books. If this continues this year we may adjust our purchases to include more audio books and e-books. A motion was made to accept the Library Director's report by Mike McDermott and seconded by Michele Ment. All in favor.

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

- A. Budget: No report. .
- B. Buildings & Grounds: No report
- C. Friends: No report
- D. Long-Range Plan of Service: The committee had a meeting last Friday. The flyer for the Community Service Day has been posted. Hopefully there will be a good turnout. We are working on a way to welcome newcomers to Kent. Otto has suggested that we contact the Chamber of Commerce to work with us so that it does not place too great a burden on the library.
- E. Nominations: Still one vacancy. We may have to advertise in the local papers.
- F. Personnel: No report.
- G. Policy: No report
- H. Public Relations – Same excellent job being done.

### **New Business:**

Nugent & Haeussler, PC will be doing the 2017 audit and Otto requested that we ask them to try and have it ready by November 2018.

- A. Withdraw \$10,000 from the accumulated fund balance, account number ending in 010 at the Putnam County Savings Bank and deposit in the capitol account number ending in 190 at the Putnam County Savings Bank for future capital improvements and repairs in the Kent Public Library. Motion made by Mike Mahoney and seconded by Mike McDermott. All in favor.

Jessica requested that the board consider changing the starting time of the meeting to 6:30 pm. Carol will canvas board members who were not at the meeting and report her findings via e-mail.

The next meeting of the board will be on May 15, 2018.

Motion to adjourn was made by Flo Ratti and seconded by Irene Rohde

Meeting adjourned at 8:23 PM

Respectfully Submitted,  
Florence Ratti