

Kent Public Library

Board of Trustees

Minutes of Meeting of August 22, 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, President, Carol Donick, Library Director, Michele Ment, Otto Romanino, Tom Maxson, Jessica McMath, Marty Collins, Katie D'Angio, Jane Fowler, Friends Liaison and Florence Ratti.

Minutes: Motion was made by Marty Collins to accept minutes of the July 17th meeting and was seconded by Michele Ment. Mike Mahoney abstained. All others in favor

Treasurer's Report: Otto advised that we are 0%, neither under nor over budget, due to our once a year insurance payment. This could be paid in installments but would cost us more in the long run so this is a more fiscally responsible way to pay. Otto also reported that the first budget committee meeting was held and all budget comments should be in Carol's hands before the end of the month. Motion made by Tom Maxson and seconded by Mike Mahoney to approve the July report. All in favor.

Check Register Report: This report was reviewed by all members. There was one question. It was answered to the satisfaction of the board members. Motion was made by Jessica McMath and seconded by Katie D'Angio to approve the report. All in favor.

Library Director Report: Carol advised that attendance at summer programs was very successful. **Item Discussion:** Carol advised that Mr. Davis was so pleased with the bench he donated that he is willing to make an additional donation to the library. Some ideas were discussed and will be presented to him. **Item Discussion:** Both new copiers are now installed and working with our old coin machine but it is time to think about upgrading the coin machine to a newer model. Carol will get prices for the board to discuss at next month's meeting. Carol was also asked to check on perhaps consolidating our purchases with other libraries in Putnam County. Bulk purchases are usually cheaper. We did get a cheaper price on the copiers by consolidating with the Town of Kent purchase so we might be able to do the same with the coin machine. **Item Discussion:** Our audit for 2017 will begin on September 6, 2018 and hopefully be completed by November or early December. Otto would like to have at least a draft by that time. **Item Discussion:** One of our library assistants has begun a program on the maternity wing of the Putnam Hospital Center informing new mothers about programs for the very young and toddlers that the library offers. **Item Discussion:** American Library Association will hold an Advocacy Boot Camp that Carol will be attending on September 20th in Bethlehem, NY. Also the Putnam County Library Association will have its annual meeting on October 23rd at the Mahopac Library. **Item Discussion:** Kent Community Day will be on September 8, 2018 this year. Some board members will be manning the table at intervals during the day along with library staff. Carol is hoping to attract people to our table with an interesting photo background you can take a picture with. Board suggested that Kent Library appear somewhere on the photo background. **Item Discussion:** Since September is Library Card Sign-Up Month, Carol wanted to waive the \$2.00 replacement fee for worn or lost cards. The board agreed with this idea. Carol also urged board members to take advantage of the classes for trustees being offered this fall. Carol informed the board that our ailing staff member is recovering at home and well wishes can be sent to her at her residence. A motion was made to accept the Library Director's July report by Marty Collins and seconded by Jessica McMath. All in Favor.

Report of Standing Committees:

- A. Budget: Reported under Treasurer's report.
- B. Buildings & Grounds: The last room to be painted under the preventive maintenance plan will be completed shortly and that will close out our scheduled maintenance for 2018.
- C. Friends: Jane reported that the amount of books coming in over the summer months has been incredible. A lot of them had to be simply discarded due to poor condition. The first Teacher's Appreciation Day coincides with Kent Community Day so we will be promoting each other at our events. The second one will be on 10/13. Both are from 10:00 am to 2:00 pm.
- D. Long-Range Plan of Service: Completed and bound copies were given to board members present.
- E. Nominations: Still one vacancy.
- F. Personnel: No report.
- G. Policy: Carol advised that Mid-Hudson Library has suggested some new policies. She will get together with the policy committee to discuss which ones we think apply to our library.
- H. Public Relations – Same excellent job being done.

Old Business: None

New Business:

- A. Motion was made by Mike Mahoney to approve the waiving of the \$2.00 replacement fee for the month of September and seconded by Otto Romanino. All in favor.

The next board meeting will be September 18, 2018

Motion to adjourn was made by Flo Ratti and seconded by Michele Ment. All in favor

Meeting adjourned at 7:55 pm

Respectfully Submitted,

Florence Ratti