

Kent Public Library

Board of Trustees

Minutes of Meeting of July 17, 2018

The meeting was called to order at 7:00 PM by Vice President Michele Ment with the Pledge of Allegiance to the Flag.

Present: Michele Ment, Board Vice President, Carol Donick, Library Director, Eric Mahollitz, New Head of Youth Services, Irene Rohde, Otto Romanino, Mike McDermott, Tom Maxson, Katie D'Angio, Jane Fowler, Friends Liaison and Florence Ratti.

Minutes: Motion was made by Irene Rohde to accept minutes of June 19th and was seconded by Mike McDermott. All in favor

Treasurer's Report: Otto advised that we are 2% under budget and last year at this time we were 3% under budget. We are exactly where we should be. Motion made by Tom Maxson and seconded by Mike McDermott to approve the June 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 Tom Maxson and seconded by Irene Rohde to approve the report. All in favor.

Library Director Report: Carol advised that the beginning of the summer programs was very successful with over 400 people coming in the doors on five out of 8 days. **Item Discussion:** Carol had a news flash for us. Rebekkah Smith-Aldridge has been appointed as the Executive Director of the Mid-Hudson Library System. Michele Ment, who is one of Putnam County's representatives to Mid-Hudson Library System, advised that after narrowing the field down, Rebekkah was chosen by the Mid-Hudson Board of Trustees. The board thanked Michele for agreeing to continue for another 5 years and have sent notes of support for her reappointment to the proper person. **Item Discussion:** The bench for Mr. Davis is in and the plaque has been approved and should be affixed soon. Mr. Davis approved the proof for the plaque so all should be well. **Item Discussion:** There is a problem with the air conditioning in the downstairs Program Room. The maintenance company has been contacted and the problem should be resolved shortly. **Item Discussion:** The Town included the Library in their bid for new printer/copiers and have pick out the same company we had in the past. We will be getting a newer, updated piece of equipment shortly at a cheaper price because we were included with the town. **Item Discussion:** Kent Community Day will be on September 8, 2018 this year. As in the past we are requesting board members and Friends to donate a few hours manning the Library table. Carol is hoping we can think of some way to entice people to visit our station. Last year we had some of youth volunteers handing out surveys at the entrance and asking them to drop them off at our table as a draw. Any suggestions for this year would be appreciated. **Item Discussion:** Carol has hired a new part-time clerk (12 hours a week), Elena Ricker. Two other staff members have increased their hours due to the resignation of our library assistant in charge of programs, so Elena will be taking on the clerical duties of these two. To assist in advertising our summer and/or special programs, two of our staff members planning programs have suggested that we purchase a changeable sign that we can roll down to the entrance of the complex announcing up-coming events. **Item Discussion:** The Mid-Hudson Library System's annual meeting in November of this year will be held at the Samuel Morse Estate, not at the FDR Library as in the past. A motion was made to accept the Library Director's June report by Flo Ratti and seconded by Katie D'Angio. All in Favor.

Report of Standing Committees:

- A. Budget: The first Budget Committee meeting will be held on July 26th at 5:00 pm.
- B. Buildings & Grounds: Repairs to the concrete steps and walkways has gone out for bid. This will be done by the Kent Town Board.
- C. Friends: Jane reported that the volunteers reported 172+ working hours this past month. The Teacher's Appreciation Days will be August 11th, September 8th and November 13th. Membership applications are doing well with \$1700. received so far.
- D. Long-Range Plan of Service: Completed
- E. Nominations: Still one vacancy.
- F. Personnel: No report.
- G. Policy: No report
- H. Public Relations – Same excellent job being done.

Old Business: None

Prior to proceeding to new business, Katie D'Angio pointed out that there is sensitive information on the credit card receipts that should be blacked out before sending them to the board. All board members agreed and this will be done in the future.

New Business:

- A. Confirm hiring Elena Ricker as a part-time clerk. Motion was made by Otto Romanino to approve this hire and seconded by Mike McDermott. All in favor.
- B. Approve signing letter of agreement with Nugent and Haeussler to audit the library financial statements for 2017. Motion made to approve by Mike McDermott and seconded by Katie D'Angio. All in favor.

The next meeting of the board will be on August 21, 2018.

Motion to adjourn was made by Flo Ratti and seconded by Irene Rohde. All in favor

Meeting adjourned at 7:40 pm

Respectfully Submitted,

Florence Ratti