

Kent Public Library

Board of Trustees

Minutes of Meeting of October 16, 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, Michael McDermott, Jessica McMath, Marty Collins, Irene Rohde, Jane Fowler, Friends Liaison and Florence Ratti.

Executive Session was called by Mike McDermott at 7:03 PM to discuss Nominating Committee's interviews. Motion was seconded by Michele Ment. All in favor.

Executive session was closed at 7:20 PM by a motion made by Mike McDermott and seconded by Marty Collins. All in favor.

Mike McDermott made a motion that Beth Herr be elected to the Library Board of Trustees. The motion was seconded Otto Romanino. All in favor.

Newly elected board trustee member, Beth Herr, was invited to join the meeting and welcomed by Board President Mike Mahoney and all other trustees.

Minutes: Motion was made by Flo Ratti to accept minutes of the September 18th meeting and was seconded by Marty Collins. Beth Herr abstained. All others in favor

Treasurer's Report: Otto advised that we are 3% under budget. Last year at this time we were 4% under so we are running about even. Motion made by Tom Maxson and seconded by Michele to approve the September report. All in favor.

Check Register Report: This report was reviewed by all members. Motion was made by Mike McDermott and seconded by Irene Rohde to approve the report. All in favor.

Library Director Report: Carol advised that illness has caused some scheduling problems with our programs. We hired three new part time employees to offset some of the pressure caused by staff disabilities. Carol has decided not to attend the NYLA conference this year due to staff shortages. Instead she plans to attend some workshops and other educational opportunities to stay current. Carol may attend Computers in Libraries conference in the spring if staffing conditions improve by then. **Item Discussion:** Carol has included a new policy dictated by the New York Department of Labor. It is a seven page Sexual Harassment Policy for your review. This policy has also been passed on to the Town Attorney for his perusal. If approved it will be added as an appendix to our personnel policy. **Item Discussion:** Mid-Hudson Library System's annual meeting is on November 2nd, 2018 at Locust Grove and the Putnam County Library Association's fall meeting will be on October 23rd, 2018 at the Mahopac Library. It is not too late to sign up for either if you are interested in attending. **Item Discussion:** Carol advised that she needs to make a capital expenditure for three new catalog computers. The ones we have are very old and one was not working at all. **Item Discussion:** Carol mentioned that the next board meeting is two days before Thanksgiving and she wanted to know if the board wanted to keep that date or make the following week. After some discussion it was decided to keep the original date. A

motion was made to accept the Library Director's September report by Irene Rohde and seconded by Jessica McMath. All in favor.

Report of Standing Committees:

- A. Budget: 2019 Budget given to Kent Town Board.
- B. Buildings & Grounds: Winterizing is under way.
- C. Friends: Jane reported that the Big Fall Book Sale is coming up on November 2nd and 3rd and they are still looking for volunteers to help out on those days. The two Teacher's Appreciation Days were successful. Only ten teachers attended the last one but they netted \$138. The Friends plan on having a Veterans Appreciation Day the weekend after the Big Book Sale. Irene Rohde offered to get the flyer or information about that into the veteran's newsletter. Carol will put it on the library calendar. Birthday party for two long-time members of the friends on next Monday. Board members welcome to attend.
- D. Long-Range Plan of Service: No report.
- E. Nominations: Vacancy now filled
- F. Personnel: New employees will be confirmed under new business.
- G. Policy: New Sexual Harassment Policy was distributed to the board for their approval.
- H. Public Relations – Same excellent job being done.

Old Business: None

New Business:

- A. Motion was made by Tom Maxson to approve the hiring of Erin Mahollitz as part time, temporary substitute to present story hours while our regular employee is ill and seconded by Marty Collins. All in favor.
- B. A motion was made by Michele Ment to approve the hiring of Anthony Rosado as a part time, temporary clerk to fill in while our senior clerk is on disability and seconded by Irene Rohde. All in favor.
- C. A motion was made by Mike McDermott to approve the hiring of Joan Serrecchia as a part time clerk to replace Elena Ricker who has resigned and was seconded by Mike Mahoney. All in favor.
- D. Pending legal advice from the Town Attorney, a motion was made by Otto Romanino to approve the adoption of the new Sexual Harassment Policy and was seconded by Jessica McMath. All in favor.
- E. A motion was made by "Tom Maxson to withdraw \$2940 from the Capital Fund to purchase three new catalog computers and was seconded by Mike McDermott. All in favor.

The next board meeting will be November 20, 2018 at 7:00 PM

Motion to adjourn was made by Flo Ratti and seconded by Marty Collins. All in favor

Meeting adjourned at 7:45 pm

Respectfully Submitted,

Florence Ratti