

# KENT PUBLIC LIBRARY

## Board of Trustees

### Minutes of Meeting of September 18, 2018

The meeting was called to order at 7:05 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, Michele Ment, Jane Fowler (Friends Liaison), and Otto Romanino

**Minutes:** Motion was made by Tom Maxson to accept the minutes of the Board Meeting held August 22, 2018. The motion was seconded by Michele Ment with all in favor.

**Treasurer's Report:** The Library is 2% under budget. Same as last year. The Motion was made by Katie D'Angio to accept the report. This motion was seconded by Marty Collins and all were in favor.

**Check Register/Invoice Presentment:** The check register dated 7/26/2018 to and including 9/17/2018 were provided to the Board as well as the credit card statement for the month of August. It was noted that Otto as Treasurer sees and signs all checks. It is additional due diligence for the Board to approve as well. A motion to approve this report was made by Mike McDermott, seconded by Marty Collins, and all were in favor.

**Report of the Library Director:** Door count is up for 11% year over year for August. Program attendance is up 16%, but circulation is down 5%, primarily because of a decline in DVDs. **Item Discussion:** The Board sent chocolate covered strawberries to the senior clerk who is thankfully recovering well and expected to be back at work January 2019. **Item Discussion:** Due to an illness with one of the library clerks who focuses on children's programming, library staff has been stretched thin. They are seeking to hire a part-time elementary school teacher to cover certain children's programs. **Item Discussion:** Still interviewing to replace an existing clerk position. There have been numerous interviews with those qualified to be hired, due to the civil service exam. The civil service qualification is required for anyone working more than 17 hours per week. The option remains of hiring two part-term clerks at less than 17 hours per week each. **Item Discussion:** The auditors have noted that the Library should adopt a policy on inventory and accounting for fixed assets. The decision was made to discuss with Mid-Hudson Library. Specifically, the accounting should be focused on newly purchased assets that are greater than \$2,000 with an average life of a minimum of 5 (five) years. **Item Discussion:** Kent Community Day went well with a record crowd. Jessica McMath noted that it might be helpful next year to pass along free children's books (donated by Friends of the Library) and perhaps signage that noted "Free Museum Passes," thus leading to greater foot traffic. **Item Discussion:** Still reviewing options for replacing the coin machine used with the library copier. At the next meeting, there should be several quotes for the purchase of a new one, including installation. This should be a capital expense. **Item Discussion:** The budget being presented and voted on tonight has a 2% increase, mostly financed from the fund balance and the state bullet aid. It was noted that in Putnam County, the local tax appropriations for libraries increased by 3.5% from 2016 to 2017. The Library's per capita income is \$45.92, while the per capita library income from all of Putnam County is \$65.89. The Budget will be brought to the Town tomorrow and Maureen Fleming, Supervisor, Town of Kent, will present the Town's budget by September 30<sup>th</sup>. **Item Discussion:** There were no objections to continuing with the list of holidays for 2019 presented by Carol Donick. They are the same as in prior years. **Item Discussion:** The Mid-Hudson Library System is sponsoring several workshops and meetings for trustees in the fall. Financial and Fiduciary Responsibility of Trustees will be held September 25, at

5:30 pm at Mid-Hudson Library System in Poughkeepsie. Strategic Thinking: Planning and Advocacy for Trustees will be given on October 6 at 9:30 am at Kingston and October 11 at 5:30 pm at Mid-Hudson Library System in Poughkeepsie. **Item Discussion:** The Mid-Hudson Library System annual meeting will be held on Friday, November 2 at Locust Grove in Poughkeepsie. Michelle Ment will be re-elected at this meeting as a representative for Putnam County on the Mid-Hudson Library System Board. Keynote speaker is Garry Golden with the topic of “Libraries are the Future.” Otto, Marty, Flo, Carol, and Mike Mahoney have elected to attend. **Item Discussion:** The Putnam County Library Association will hold its fall meeting on Tuesday, October 23<sup>rd</sup> at 6:30pm at the Mahopac Public Library. RSVP with Carol or directly to [mcapozzella@mahopaclibrary.org](mailto:mcapozzella@mahopaclibrary.org).

A motion to approve this report was made by Tom Maxson, seconded by Mike Mahoney, and all were in favor

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

A. Budget. Budget for 2019 was presented and will be voted on in New Business, below. There continue to be concerns about drawing down the fund balance to maintain some small spending increases.

B. Buildings and Grounds. Adam is trimming back the bushes for the winter. Everyone agrees looks great.

C. Friends committees: Jane Fowler reported that Teacher appreciation day was even more successful than prior year, making \$139 with 44 people attending. Next year they are going to be more structured about sending invitations. The President of the Friends had a sister pass away and the Library Board wishes to send a note. The Friends is considering updating bylaws on board membership and will seek Mid-Hudson’s advice.

D. Long-Range Plan of Service. No new items for discussion.

E. Nominations. There are two possible candidates to replace Chris Marrone who resigned at the end of 2017. Interviews should follow prior to next board meeting.

F. Personnel. Request to the Board by one of the Library personnel, if interested in matching contributions to raise funds for Cerebral Palsy research – deadline is September 20<sup>th</sup>.

G. Policy. Nothing reported, but a future discussion with Mid-Hudson on the accounting of capital items should occur, as suggested by the auditor.

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:**

A. The 2019 Budget was presented to the Board and noted above in the Report of the Standing Committee. The motion was made to approve the Budget by Tom Maxson, seconded by Marty Collins and approved by all.

B. A motion was made by Mike McDermott to request of \$527,150 from the Town in order to fund the 2019 Budget. This was seconded by Michele Ment and favored by all.

The next meeting will be held October 17, 2018.

At 8:02 PM, a motion was made by Mike McDermott to close the meeting and go into executive session in order to discuss the appointment of particular persons. It was seconded by Michele Ment and approved by all.

At 8:20 PM, a motion was made to adjourn the meeting by Marty Collins, seconded by Michael Mahoney, and favored by all.