

KENT PUBLIC LIBRARY

Board of Trustees

Minutes of Meeting of March 19, 2019

The meeting was called to order at 7:00 PM by Michael Mahoney

Present: Michael Mahoney, Michele Ment, Carol Donick, Library Director, Katie D'Angio, Thomas Maxson, Mike McDermott, and Jessica McMath

Minutes: A motion was made by Michele to accept the minutes of the February 2019 Board Meeting. This was seconded by Katie and approved by all.

Treasurer's Report: Carol reported Otto's remarks that the Library is 2% under budget; however, a few large ticket expenses like insurance have not yet been presented. A motion was made by Mike McDermott to accept the treasurer's report, was seconded by Tom, and approved by all.

Check Register/Invoice Presentment: The check register was provided to the Board as well as the credit card statement for January. A motion to approve these reports was made by Tom, seconded by Mike Mahoney, and approved by all.

Report of the Library Director: New telephone system was installed by March 14th. Phones have nice features that old telephones didn't have. This was part of a town-wide upgrade. **Item Discussion:** February's circulation is up 1% from February 2018. Downloadable audiobooks, online magazines and adult non-fiction books have gone up the most. Books on CD continue to decline. **Item Discussion:** Beth Herr and Carol attended Library Advocacy Day in Albany on February 27th. Both the NYS assembly and senate put some money back into library funding but budget has yet to be completed. Indications are that cuts are likely. **Item Discussion:** Carol Donick will be on vacation from April 10th to April 30th. Eric will cover the April 2019 Board Meeting. **Item Discussion:** Members of the Mid-Hudson Library System ("MHLS") board expressed interested in attending the board of directors' meetings at various libraries within MHLS and are seeking potential invitation dates to attend a KPL board meeting. The June Board Meeting date was offered. **Item Discussion:** One of the retiring KPL employees is having a part March 22 beginning at 5pm. Mike Mahoney donated the money for the gift certificate. **Item Discussion:** Mr. Davis is interested in both buying five flagstones and paying for magazine subscriptions, if recognized the donation with a plaque. We spend a little over \$1,000 per year on magazines for adults. We are working with Mr. Davis to design plaque and finalize the donation amount. **Item Discussion:** The open hire for a part-time clerk is being filled by Jane-Ellen Malinowski as a part-time clerk. Her college degree and work experience make her uniquely qualified in this position. **Item Discussion:** New state legislation bans smoking within 100 feet of a library entrance. (Smoking has always been banned inside the library building.) We have been offered some free metal signs banning smoking near the library entrances. **Item Discussion:** National Library Week is from April 7 to 13 this year, and we are working with the Putnam County Legislature on a proclamation which will be presented at the historic courthouse on Tuesday, April 2nd at 7pm. Carol will be there, partly in honor of Jeanne Ehnebuske who initiated the proclamations.

A motion to approve this report was made by Mike McDermott, seconded by Jessica, and approved by all.

Report of Standing Committees:

- A. Budget. No additional information.
- B. Buildings and Grounds. Grounds are looking good after cleanup from the snow melt.
- C. Friends committees: Not present.
- D. Long-Range Plan of Service. No new items for discussion.
- E. Nominations. No new items for discussion.
- F. Personnel. No Action: Executive session was entered concerning a staff member at the library at 7:45pm and ended at 8:10pm.
- G. Policy. Nothing reported, although a refresh was recommended. Review with Mid-Hudson.
- H. Public Relations. Good job continues to be done to positively highlight what is new at the Library to the community.

Old Business

- A. Sustainable Funding Committee. Tentatively set for early April meeting with Town.
- B. Board to board Outreach visits from our representatives on the Mid-Hudson board – extended invitation for June Board Meeting.

New Business:

- A. A motion was made by Mike Mahoney to accept Jane-Ellen Malinowski as a part time clerk, due to Connie Pfister's retirement. This motion was seconded by Tom and approved by all.

The next meeting will be held **April 16, 2019.**

At 8:35 PM, a motion was made by Katie to close the meeting, seconded by Jessica and favored by all.