

KENT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING OF August 20, 2019

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, Tom Maxson, Otto Romanino, Irene Rohde, Jessica McMath and Flo Ratti

Minutes: A motion was made to accept the July minutes by Irene Rohde and seconded by Jessica McMath. All in favor.

Treasurer's Reports: Otto reported that we were 3% under budget and we are doing well. A motion was made by Tom Maxson and seconded by Mike Mahoney to accept the reports. All in favor.

Check Register Reports: Our Check Register and Bank America Credit Card Statement were reviewed. A few questions were asked and answered. A motion was made by Irene Rohde and seconded by Jessica McMath to authorize payment of the invoices reported. All in favor.

Library Directors Report: Carol advised that a number of trustee education workshops are being offered and hoped that we would attend a few if possible. Some time in the not too distant future it will become mandatory for trustees to take one or two courses a year to keep up to date. **Item Discussion:** Our door count is down but circulation is up. It was decided that the door count be monitored manually for one hour to check for accuracy. **Item Discussion:** We received a nice thank you note from Warren Davis and will try to get him in for a photo shoot when his plaque is installed. **Item Discussion:** The meeting with MaryEllen Odell, Putnam County Supervisor went very well and she is willing to put the 2% requested increase into the budget. She will also put two flyers (one created by Beth Herr and one by Charlotte Marriott) up on the County website. **Item Discussion:** Since our health benefits did not go up as much as expected Carol would like to transfer \$5000 from that budget line item over to EBooks and Audiobooks. Materials are the one place where we can cut spending and have done so in the past few years in order to balance our budget. A formal vote is not necessary but Carol did want to get the board's permission to spend the money we are saving on health insurance on library materials. **Item Discussion:** Two part-time pages will be leaving and Carol has replacements ready for these positions. They can be voted on under new business. **Item Discussion:** Kent Community Day will be on Saturday, September 7th. The board was asked to come up with ideas for giveaways to draw people to the table. Jessica suggested that we again give away books. It went over well at the 4-H Fair and a second suggestion was that we do a large fishbowl filled with goldfish with a "Guess how many Goldfish in the Bowl" sign and a prize for the closest guess. Flo suggested that we have something to promote the vote for our petition in November. Buttons were suggested. We have a button machine. Irene volunteered her husband, Karl to make the buttons. They also have a button machine at home. Wording on the button was discussed. Friends can be asked to donate for any costs incurred. **Item Discussion:** Voter Registration Day is September 24th. People can register to vote at the library but it will not be necessary to have the table manned this year. **Item Discussion:** Mike and Carol will speak at the PTO meeting on September 19th at 9:15 AM. They hope to get to speak at a number of Kent organizations during September and October to promote the vote on our petition in November. It is time to gear up again and begin creating new ads, etc., so people will remember the petitions signing blitz and remember to vote "YES". A motion to accept the Library Director's report was made by Jessica McMath and seconded by Mike Mahoney. All in favor.

Report of Standing Committees:

- A. Budget – Otto advised that he will have the final budget meeting on September 9, 2019 at 5:30 PM. He will send out a reminder email.
- B. Buildings and Grounds: The new front steps were completed but left a gap. The contractor said that part of the trim was not in his bid. Otto and Adam went to work and finished off the steps properly. The board agreed it was a beautiful finish to the job thanks to Otto.
- C. Friends – No report

- D. Long-Range Plan - N/A
- E. Nominations: Mike said that it was time to start thinking about recruiting new trustees. Beth Herr resigned and this will be Mike McDermott's last year as he will be relocating.
- F. Personnel: Will be addressed under new business.
- G. Policy: Carol will be checking to see which policies need updating.
- H. Public Relations: we will be doing more campaigning over the next few months for our petition.

Old Business: Taken care of in Library Director's Report.

New Business:

1. Approve the hiring of Don Fitzmahan and Monica Zheng as part time pages to provide homework help and tech help, replacing Isabel Leslie and Chris Figura. Mike Mahoney made the motion; Tom Maxson seconded it and all were in favor.
2. Insurance Policy – The premium of our policy was again increased this year to over \$11,000. This figure was questioned by our treasurer, Otto Romanino and he was not satisfied with his treatment by the company. After serious investigation, it was determined that we were paying for unnecessary insurance since we were already covered for the building and its contents by the Town. We only needed coverage for directors, officers, board members, personnel and Friends for liability. Otto suggested that a motion be made to we cancel our policy with Marshall & Sterling and contract with the Spain Agency for a new policy to cover liability as stated above. This should save the library a significant amount of money. Tom Maxson made the motion and it was seconded by Irene Rohde. All in favor.

The next board meeting will be September 17, 2019 at 7:00 PM

A motion to adjourn the meeting was made by Flo Ratti and seconded by Jessica McMath. All in favor

Meeting adjourned at 8:15 PM

Respectfully submitted,
Florence Ratti