

Livingston Manor Free Library
Board of Trustees Meeting
April 25, 2016

PRESENT: Chatral A'dze, Rose Brown, Jan Carlson, Vicki Estabrook, Vera Farrell, Marge Feuerstein, Lena Lundquist, Evan Madison, Virginia Sanborn, and Antoinette Schmidt

ABSENT: Jerry Ehrlich and Terry Shultz

Also present: Library Director Kristen Fowler

President Farrell called the meeting to order at 6:05 PM.

Minutes: Two sets of minutes, from the Special Meeting on March 23, 2016, and the Board meeting of March 28, were previously circulated.

Ms. Feuerstein made a motion, seconded by Ms. Brown, to accept those minutes. All in favor. Motion accepted.

Treasurer's Report: Ms. Sanborn, Treasurer, reviewed the Treasurer's Reports as previously circulated. The checkbook balance as of April 16 is \$92,202. There was no unusual activity. The first page of the fourteen page report is a summary.

Ms. Farrell spoke to the bank about new signatories. Ms. Fowler, Library Director, will be added. Ms. Carlson, Ms. Farrell, Ms. Feuerstein, and Ms. Sanborn are signatories. Ms. Johansen, the previous Director, will be removed.

Ms. Farrell and Ms. Sanborn have safe deposit box keys, and are signatories.

The bank statements will now be addressed to Ms. Fowler, with copies to Ms. Farrell. Ms. Farrell will bring the minutes to the bank to update its records.

Current financial reports were distributed.

Old Business:

Ms. Fowler has started as Director, and will operate under the 2012 Personnel Practices (Note: the Board adopted a revised Personnel Policy in November 2014 which is controlling). These will be reviewed by the Personnel Committee consisting of Mr. Ehrlich, Ms. Farrell, and Mr. Shultz, who will recommend changes for Board consideration.

Ms. Brown moved the acceptance of this process, seconded by Ms. A'dze. Motion accepted.

President Farrell reported on the Library's request to the Livingston Manor Central School District for continued funding. She and Ms. Fowler will attend a future Board meeting of the School District to present our request and answer questions. Ms. Farrell wrote and circulated a

letter to the Board of Education concerning the Library Board's vote on a date separate from the School District budget vote.

Re: advertising and preparation for the Library budget vote: Ms. Farrell will contact Ms. Johansen for previously used information. Notices will be placed in Manor Ink and in the Sullivan County Democrat newspapers. There will be paper ballots, as previously used. Ms. Farrell will contact Ramapo Library Central Services for information and advice. Ms. Feuerstein will review previous issues of Manor Ink for anything relevant to the process.

Manor Ink had a profit of \$1,692 for this year. Maria Bivins will be asked to follow up on advertiser income due. Ms. Schmidt will contact Ms. Bivins on the Library's behalf for updated information.

New Business:

A send-off party for our previous Library Director, Peggy Johansen was discussed . Ms. Farrell suggested that the Board's May meeting be held at her home, with a buffet. She will follow-up.

Committee Report:

The Auction Committee for the Trout Parade is not yet functioning. The Committee consists of Debbie Feinberg, Vivian Ehrlich, and Marlene Wertheim.

Library Director Kristen Fowler wrote a detailed report on her activities, which Ms. Farrell reviewed. She will circulate that report to the Board.

A credit card for Library expenses was authorized for Ms. Fowler's use.

Marissa, a high school student, will assist Ms. Fowler in developing web and Facebook information for the Library.

Adjournment:

A motion was made to adjourn the meeting at 7:20 PM. Motion passed.

The next scheduled Board meeting is May 23, 2016, held early to avoid Memorial Day, at 6 PM.

Respectfully submitted,

Rose B. Brown, Acting Secretary