

Livingston Manor Free Library

Board Minutes 1/29/18

Attending: Vera Farrell, Terry Shultz, Lena Lindquist, Jan Carlson, Amy Hines, Vicki Estabrook, Marge Feuerstein, Antoinette Schmidt, Art Steinhauer, Evan Madison, and Henry Barish, sitting in for Library Director Kristin Fowler.

Absent: Michele Hemmer.

President Vera Ferrell called the meeting to order at 6 p.m.

Motion to approve the Minutes of December 4, 2018. Terry moved. Virginia seconded. **Motion passed.** Note: the November meeting was deferred to December 4th.

Treasurer's Report:

Virginia reported a review both of the 2017 year-end and January financial status.

2017: Year-ending cash balance for the Library totaled \$34,456. Manor Ink cash balance was \$5288. Net income for the Library totaled \$20,142, which was \$15,046 over budget. Net Income for Manor Ink was \$4787.

2018: Checkbook balance for the Library as of January 26th, cash balance totals \$163,269. Along with the tax levy included in this, we received a \$3000 grant/deposit for Apple computers from the Kaplan Fund at the Community Foundation of Orange and Sullivan Counties.

The newly formatted Balance Sheet shows separate columns for the Library, Manor Ink and the Total.

Motion to approve the Treasurer's Report: Terry moved and Chatral seconded. **Motion passed.**

Motion to establish a reserve fund at Jeff Bank: Virginia introduced motion to move the fund balance into savings account at Jeff Bank. Terry seconded. Amy proposed to modify the motion to formally name the account a Reserve Fund. Lena seconded. **Motion approved.**

Director's Report: [presented by Henry Barish]

Kristin Fowler's last day as Library Director is February 2, 2018.

Year-end appeal results- \$4,733 has been received in response in comparison \$4,992 last year at this time. Henry also reported on Lego and Storytime events. Apple computers funded by the Kaplan Fund still need to be ordered.

Kristin is working on the Annual Report to be completed 2/5.

Manor Ink. –Kristin suggests further clarification of the role of Library Director.

Art has agreed to serve as lead and mentor to sales team. Amy thanked him profusely. Round of applause for Art!

Construction projects update:

Vera reported that we received the grant approval for the upstairs construction of new shelving, counters, and file cabinets. Gary is now available to do the construction work. Gary and Ross Electric came today to progress plans. Several trustees have helped Vera with cleaning out the upstairs office and storage areas, which is not yet complete.

Vera thanked Terry for multiple trips to the transfer station. Vera also thanked Evan and Lena for organizing crafts supplies and Amy for organizing Manor Ink archives and supplies.

Renovation of Front Door: Vera reported on a follow up meeting with Roger Broome, the architect who presented at a recent Board meeting. They looked over plans for renovation of the front door. There are many challenges to proceeding with that project: We would need easement from Eastern Star. To get ramp to be sloped to code, we would use the entire front of the building. Behind the couch are all the electrical connections, where the new door would be located. The back door would have to serve as main entrance during construction. The estimate would be greater than \$25,000. Vera proposes we continue to rely on our current front door. Further discussion ensued. Terry reported on the Flyfishing Museum's success in securing grants to help with installing an elevator and ramp to bring the Museum into handicap compliance. No further decision was made.

Charter Update:

According to our current charter, which has not yet been updated, we are supposed to have 7 trustees. The Board passed the revised charter and submitted it, allowing for up to 12 trustees. The Board of Regents Meeting in April will review and is expected to approve the new Charter. Once that happens, all Library trustees will become "official."

Nominating Committee Report:

Lena reported that terms are up for: Lena, Jan, Evan, and Chatral. Chatral wishes to resign after serving three years. The Committee proposed to bring Art Steinhauer on Board. Art has been a long time volunteer for the Library. He was a lawyer for a cable and newspaper company and is recently retired.

Motion to elect trustees: the following people will be re-elected: Lena, Jan, and Evan and Art Steinhauer will be appointed as a new trustee. Terry moved to approve. Vicki seconded. Motion passed.

Motion to elect officers: Re-elect President Vera; Financial Officer Virginia; Secretary Michelle Hemmer; Vice President Amy Hines. Terry moves to accept. Chatral seconded. All approved.

2018 Board Meeting Schedule and Relevant Holidays:

Vera proposed the 2018 calendar. We will continue meeting the last Monday of the month, with the following exceptions-- The May meeting will be held May 21st rather than May 28th. There will be no meeting in December. Vera will distribute the final schedule after the meeting.

New Business:

After discussion of the possible 2018 tax cap and the Library's needs, on the motion of Virginia Sanborn, seconded by Terry Shultz, the following resolution was unanimously adopted:

Resolved: Whereas, the adoption of the 2018 budget for the Livingston Manor Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law section 3-c adopted in 2011; and Whereas, General Municipal Law section 3-c expressly permits the Library Board to override the tax levy limit, the Livingston Manor Free Library voted and approves to exceed the tax levy limit for 2018.

2018 Board Committee Assignments:

Nomination: Lundquist, Shultz, Schmidt

Budget and Finance: Sanborn, Carlson, Estabrook

Programming and Fundraising: Feuerstein, Steinhauer, Carlson, Madison, Schmidt, Hemmer

Personnel: Farrell, Shultz, Hines

Search Committee: Farrell, Shultz, Hines, Feuerstein, Sanborn, Hemmer, and Perrella (Vera's appointment of community member)

Appointment of Acting Director and approval of added hours

Vera proposed that the Board appoint Henry Barish as Acting Library Director. With great enthusiasm, a motion was offered and seconded:

Motion: to appoint Henry Barish as Acting Library Director and, to approve additional hours as may be agreed between Vera and Henry. Moved by Virginia; seconded by Antoinette. Motion passed unanimously.

Search for New Director:

Vera has selected Maryanne Perrella to serve as the community representative to the committee. To date, the position is posted on RCLS, NYLA, NYLine.

Amy and Vera encouraged everyone to review the criteria for a Library Director on the last page of the RCLS Trustee newsletter.

Other New Business:

Vera requested Henry to update the Trustee contact list.

Lena brought up the idea of scholarship and requested \$500 for 2018 graduates. Consensus emerged in discussion to make \$500 available in the 2018 budget for a Library scholarship. Lena invited further input on the criteria the Library would establish.

Marge brought up a new service opportunity and would like to explore further. Henry reported that it costs \$2 per movie streamed with a 72 hour window. Henry will look into it further.

Motion to Adjourn: Terry Moved to adjourn at 7:24 p.m. Amy seconded. All approved.