

Livingston Manor Free Library – Board of Trustees Meeting
May 21, 2018

In attendance: Feuerstein, Hines, Lundquist, Sanborn,
Schmidt, Shultz, Steinhauer and Dan Laibstain (Director)

Absent: Carlson, Estabrook, Farrell, Hemmer and Madison

1. Meeting was called to order at 6:04 p.m.
2. Mr. Laibstain reported on his activities as the new Director. Particularly he noted that the “Employee Manual” needs to be updated. Discussion ensued with a direction that he should proceed but the manual should really be two separate documents: an employee manual (to be developed in conjunction with the Personnel Committee) and an Operations Manual of procedures and policies. Mr. Laibstain said he has been trying to set up a meeting with the prior Director. *Ms. Hines will assist.* Among other things, Mr. Shultz has introduced him to the businesses in Town and he attended his first Sullivan County Library Directors meeting.
3. Mr. Laibstain said that his cost for medical coverage was lower than expected. He and Ms. Sanborn will work out the procedure for the Library to reimburse him monthly for its share.
4. Old Business: Ms. Hines said that the Personnel Committee needs to meet to finalize Mr. Laibstain’s terms of employment. Ms. Feuerstein reported that NYSEG does not allow the affixture of permanent signs to its poles. She has identified a spot near the Nest store to place the Library’s sign but need to work with the property owner (Nest or LMCS) to obtain permission, and then will ask Gary to install it, Now that

- our Charter is approved, we will have any needed re-vote to elect Trustees at our next meeting.
5. Budget Vote: The vote is scheduled for Tuesday June 26 at the Library. Mr. Laibstain has had some trouble getting the list of requested absentee ballots from LMCS; Ms. Feuerstein will assist as the prior LMCS secretary (Darlene Smith) had offered to help. Ms. Sanborn will help Mr. Laibstain to create the ballot. *Trustees are needed from noon to 8:00 p.m. on voting day. A sign-up sheet will be maintained at the Front Desk.*
 6. The Building: Work continues to progress on the office renovations. Some exterior damage was sustained during the recent storm, and we are not sure if they solar panels were damaged or not. *Mr. Laibstein will ask Gary to check the panels, and he will also alert the insurance company.*
 7. Budget: Ms. Sanborn proposed a \$2550 increase to this year's tax assessment, just below the 2% cap. This will cover expected increases in salaries, utilities and other costs. Discussion ensued. On motion duly made and seconded, the proposed increase was unanimously approved.
 8. Treasurer's Report: Ms. Sanborn reported that the Library's general account has a current cash balance of \$105,394, the reserve account balance is \$18,000 and Manor Ink's current cash balance is \$9,883. The Library is behind its year to date spending on books and programs (due to the absence of a Director) so there is money available for Mr. Laibstain to spend. A donation of \$1200 was received last week from LSA. *Mr. Laibstain was asked to check with the Town Clerk regarding the annual \$2000 contribution towards the Library's propane costs. On motion duly made and*

seconded, the Treasurer's report was unanimously accepted.

9. Services Auction: Mr. Steinhauer reported that CAS will now again allow the Library to use its facilities, and that Henry is working out the details with Sally Wright (CAS Director). Ms. Schmidt will sell children's books if there is room. Henry has solicited donations from the businesses in Town but *all Trustees need to help*. Ms. Feuerstein volunteered to see if we could have tee shirts made for Trustees and staff. *Trustees are needed for set-up, staffing the room during the day, and breakdown at the end of the day – a sign-up sheet will be maintained at the Front Desk.*
10. Fund Raising: Mr. Steinhauer reported that the EDDM (Every Door Direct Mailing) mentioned at the last meeting is not suitable for the Library's annual solicitation mailing, and that Ms. Farrell had told him that the CAS Board did not want to allow the Library to use its non-profit mailing privileges again. He suggested that the Library not make a general mailing this year but make only a targeted mailing to persons who gave during the past 2-3 years. Discussion ensued. Ms. Hines said this should be taken up by the Fund Raising Committee.
11. Manor Ink: Ms. Hines reported that there would be an Open House for the community on Sunday June 3rd at 3:00 p.m. at the Library. There will be an awards presentation. *All Trustees are encouraged to attend.*
12. Turkey Trot: We await further information about the race in October being sponsored by the Catskill Brewery. The LMCS Superintendent is contacting them to see if a donation might be made to the Library. We raised \$1700 at last year's race.

The meeting was adjourned at 7:12 p.m.