

Livingston Manor Free Library Minutes

January 28, 2019

Present: Ms. J. Carlson, Ms. Farrell, Ms. Feuerstein, Ms. Hemmer, Ms. Hines, Ms. Lundquist, Ms. Sanborn, Ms. Schmidt, Mr. Shultz, Mr. Steinhauer, Director Laibstain

Absent: Ms. E. Carlson, Ms. Estabrook

Meeting Called to Order- 6:05 by President Farrell

November Minutes motion to accept by Mr. Shultz, seconded by Mr. Steinhauer, unanimously approved

Treasurer's Report (Ms. Sanborn)

-Full report available upon request from LMFL

-Balance of \$162,759 in checking as of 12/31/19

-Balance of \$18,010 in savings as of 12/31/19

-Treasurer's Report motion to accept by Mr. Shultz, seconded by Ms. Hemmer, unanimously approved

Old Business (President Farrell)

-Contractors have been paid in full

-Spending of \$25,000 currently in reserve account will be dependent on upcoming decisions made by Board

-Past donors who had not yet contributed to the library have been contacted and several have decided to donate. \$1,310 in funds have been collected.

-Director Laibstain will contact Town of Rockland regarding library sign.

-Turkey Trot may be moved to either April or May.

New Business (President Farrell)

Election of Officers

Mr. Shultz delivered the report of the Nominating Committee on behalf of its chair, Ms. Lundquist.

-Mr. Madison will not be re-elected.

-Ms. Farrell, Ms. Feuerstein and Ms. Sanborn have been nominated and approved for three year trustee terms. Motion by Mr. Shultz, seconded by Ms. Hines, unanimously approved-

-Ms. Vicky Estabrook has resigned from her trustee position.

-The following positions have been approved for another term, motioned by Mr. Shultz, seconded by Mr. Steinhauer and unanimously approved-

Ms. Farrell- President Ms. Hines- Vice President

Ms. Hemmer- Secretary Ms. Sanborn- Financial Officer

Approval of 2019 Trustee Meeting Calendar

-meetings will be the fourth Monday of each month with the exception of May, meeting will be on the third Monday

-There will be no meeting December 2019, unless warranted

-Motion to approve the 2019 calendar by Mr. Shultz, seconded by Ms. Hemmer, unanimously approved

Appointment of Committee Members

Nominating Committee- Ms. Lundquist, Ms. Schmidt, Mr. Shultz

Budget and Finance Committee- Ms. Sanborn, Ms. J. Carlson, Ms. Hines

Personnel Committee- Ms. Farrell, Mr. Shultz, Ms. Hines, Mr. Steinhauer

Programming Committee- Ms. Hemmer, Ms. J. Carlson, Ms. Schmidt

Fundraising Committee- Ms. Hemmer, Ms. Sanborn, Ms. Feuerstein,

Mr. Steinhauer, Ms. Lundquist

A vote has been proposed for the February meeting, and for the next consecutive meeting, in compliance with the bylaws procedures for amending the bylaws, to divide the current programming/fundraising committee into the two separate committees presented here.

Report on Mandated Trustee Training (Ms. Farrell)

-A questionnaire regarding interest by trustees on continuing training and education was emailed to Ms. Farrell. Ms. Farrell responded on behalf of the trustees stating that the unanimous opinion was that travel and time would deter members to attend workshops. Local speakers, a webinar through our library or through private email would be most appropriate and welcomed.

Tax Cap Resolution 2019

Resolved: Whereas, the adoption of the 2019 budget for the Livingston Manor Free 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 expressly permits the Library Board to override the tax levy limit, the Livingston Manor Free Library Board voted and approved exceeding the tax limit for 2020. Motion to approve by Ms. Shultz, seconded by Mr. Steinhauer, unanimously approved

Director's Report (Mr. Laibstain)

- Full report available upon request at the LMFL
- Volunteers have been solicited at various locations
- New programming has been put in place
- movies on Mondays, adult board games in February, computer basics on Wednesdays, story hour on Tuesdays
- Groundhog Day will be shown on February 2nd.
- Mr. Bryan Nowak will be taking Ellie Fisk's place while she is on vacation.
- We need to consider getting info onto Facebook, updating our webpage as frequently as possible. The idea of adding events to the school's newsletter was brought up as well.

Director's Report Cont.

-The library had 31 patrons the day before Thanksgiving, we should continue to remain open on this day looking forward.

-A calendar of events was distributed

Mr. Laibstain's resignation from the position of Livingston Manor Free Library Director has been accepted. The Board wishes him well. His last day will be 2/28/19.

A motion by Mr. Shultz to move into Executive Session was seconded by Mr. Steinhauer and unanimously approved at 6:55.

During Executive Session, a motion to approve Mr. Barish to the full time position of Assistant Library Director, pending his approval, was made by the Personnel Committee and unanimously approved. This position would begin February 1, 2019 and will result in a \$17,875 budget increase for this year, inclusive of salary, taxes and health insurance. We would allocate funds from the reserve fund account in the current year.

Mr. Barish's salary will become \$32,000.

The resulting ongoing annual increase to the library budget totals \$19,500, inclusive of taxes and benefits.

The calculation includes an assumption of up to \$300 per month for 11 months this year towards health insurance, totaling a maximum of \$3,600.

The impact on the library budget for 2020 will need to be approved by the Board in advance of the May 2019 vote. We anticipate that we could take the increase to the voters as a one-time requested increase, or as a request spread over two years.

Executive Session concluded at 7:29.

Board Meeting Opened at 7:30

**Motion to Adjourn at 7:32 by Ms. Hines, seconded by Ms. Feuerstein and
unanimously approved**

Respectfully Submitted,

Michele Hemmer

Secretary- Livingston Manor Free Library Board