

LIVINGSTON MANOR FREE LIBRARY – MINUTES OF BOARD OF TRUSTEES
MEETING – AUGUST 26, 2019

In attendance: V. Farrell, A. Hines, M. Feuerstein, L. Lundquist, V. Sanborn, A. Schmidt, A. Steinhauer and H. Barish (Interim Director)
Absent: E. Carlson, J. Carlson, M. Hemmer and T. Shultz

Meeting called to order by V. Farrell at 6:02 pm.

Motion made by A. Hines; seconded by A. Steinhauer to approve the minutes of the June meeting (no meeting was held in July) – all were in favor.

Treasurer's Report made by Ms. Sanborn: We are on track with budget; no extraordinary items. Checking account balance is \$57,893; savings account balance is \$48,026. Motion made by A. Steinhauer; seconded by A. Hines to accept the report – all were in favor.

Former Director Peggy Johansen attended to give a report on the Town of Rockland's new Comprehensive Plan that was recently approved by the Planning Commission, and now goes to the Town Board for acceptance. Peggy explained that the purpose of the Plan is to set forth a vision for the Town for the next 10 years -- to guide regulation of planning, zoning and development to help with grant applications. Copies of the Plan are available at the Library and Town Hall. A public hearing to receive comments is scheduled for September 18 @ 7:00 pm at Town Hall. The Libraries (ours and Roscoe) were specifically called out in the Plan as important resources that should be supported in order to expand and add services to the community. Board members were encouraged to attend the public meeting to declare support for the Plan, and also for individuals to volunteer to serve on the ad hoc implementation committees that will be appointed after the Plan's adoption by the Town Board. One thing the Library should specifically ask for is access to the Town's grant writer to assist with our own grant applications. The Board was delighted to see Peggy and receive her report, and thanked her for her efforts as a member of the Planning Committee.

Old Business: The 2020 Library budget was approved by a vote of 48-9. Some email addresses were collected at the vote. Mr. Barish was encouraged to continue to collect email addresses: specifically that the staff should check that an email address is on file for anyone checking out an item and that an email address should be required of any new applicants for a library card.

V. Farrell will work with M. Barish on a calendar of important deadlines.

Mr. Barish reported that there were some hits and misses with the summer programs – he highlighted that the crafts program was a success and should be continued. Ms. Hines noted that Manor Ink has no listing of Library programs in its September issue and that Mr. Barish must provide these prior to publication of each

issue. The Programming Committee also needs to get together as soon as possible to plan the Fall programs. Mr. Barish noted that both CAS and the School are having afternoon programs so these need to be considered as part of our planning.

The annual appeal has gone out. V. Farrell and Carolyn Bivins produced it. There are some early indications that the use of a specific appeal may help but the cost was expensive (\$900 for the printing; \$235 for the permit application; \$565 for the mailing although a rebate of \$250 will be coming once the non-profit application is approved). L. Lundquist said we should also publicize in the future that the proceeds of the services auction will be used for a specific purpose.

Duroclean has cleaned the carpeting to much improvement.

Mr. Barish said a couple of the public computer terminals need to be replaced as they are running on Windows 7 and can no longer be supported. This might also apply to the staff computers. As we are looking to remove the two terminals in the children's room he was asked to come back at the next meeting to report: (1) if six terminals are required (as many patrons bring their own laptops) (2) If they are, should we purchase two laptops rather than desktops (to be checked out from the front desk) in order to save space? and (3) the costs of his recommendations/our options. He should consult with Bryan and Frank for assistance. He will also investigate possible funding support from the Kaplan Fund and/or Best Buy.

New Business: V. Farrell reported on the meeting with Gary Carlson on the space limitations/possibilities. She will convene a meeting of the Ad Hoc Children's Room/Space Committee, with helpful outsiders, to come up with a proposed plan for the renovation of the children's room and better use of the overall Library space.

The problem child is now on suspension. He will not be allowed back until a meeting is held with the child and parent, and an apology note is written by the child to staff. Mr. Barish will also be firm that any further transgressions of appropriate behavior will result in a far longer suspension and/or permitted entrance only with a parent.

The book sale netted \$200. We should probably do this each summer holiday weekend.

V. Farrell and Mr. Barish have placed new orders of adult and children/YA books (graphic novels).

The water heater is kaput. Mr. Barish will work with the plumber to come up with a recommendation for replacement, possibly an on-demand unit.

Mr. Barish briefly reviewed his Director's report.

A. Hines said that each monthly agenda should include an update on Manor Ink. She and A. Schmidt spoke of the New York Times summer writing program that two

reporter-students attended. Manor Ink paid the tuition costs. We hope to have other students attend in the future as both students found it to be a worthwhile experience. A. Hines said the summer program was successful as we had 2 new students join the paper, and we were able to publish both months this summer.