

Wallkill Public Library  
Board of Trustees Meeting  
March 7, 2016

President Ken Simon called the meeting to order at 7:14 PM.

Present:

*Todd Craner, Lynne Diener, Lisa Palmer, Kathy Goulden, Susan Burhans Haldeman, Debbie Reese, and Ken Simon*

Absent: Brian Ackley, Jane Schlubach (excused)

Public participation: 0 public participants

Discussion on the RCLS Direct Access Plan 2017-2021 was held. We decided to ask Robert Hubscher to come in and go over our questions before we vote on it. We will also ask Veridian to come in and explain their non-profit incentive.

Minutes from the February 1, 2016 and special meeting February 17, 2016 meeting were reviewed and accepted.

**2016-3-A** Debbie moved and Todd seconded that both minutes, February 1, 2016 and special meeting February 17, 2016 be accepted as written. Motion passed.

President's Report:

**2016-3-B** Debbie moved and Kathy seconded that we hire Lisa Palmer as Library Manager. Motion passed.

Director's Report (see separate report for more details):

Lots of great stuff going on. Summer Reading Program starts June 29. The library is working with the elementary school and working on getting some more book clubs started. March 31 is Career Day at the middle school and the library will be there with lots of information, including about online databases, resume and testing help.

Lisa got quotes on the phone system. There are vast differences in the quotes. Some offered greater options but the basics needed are several lines that work. The three line phone from TWC is the best price, at \$29.29 per line/per month, no installation fee. Currently we pay \$158.95 per month for two lines. To get 4 lines including fax and voicemail it is \$132.91. We would still need to purchase three new phones.

**2016-3-C** Susie move and Todd seconded to replace Frontier with TWC at \$132.91 for 4 lines including a fax line and voicemail. Motion passed.

**2016-3-D** Kathy moved and Todd seconded that we buy three phones at 145.97 each and a cordless phone for approximately 60.00. Motion passed

Two staff members are taking the clerical test which will allow them to work more hours if they choose and if needed.

Lisa shared an interesting graph from Blue Cloud Analytics which breaks down demographics in interesting ways.

Lisa shared about Amazon Smile, a program where Amazon donates ½ of 1% to the charity or nonprofit of your choice if you sign up. If we go this route Lisa will put it on the website and face book.

**2016-3-E** Todd moved and Kathy seconded that we agree to set up an Amazon Smile account. It will go to our general operating account. Lisa will inform Marla to set this up. Motion passed.

Another fundraising idea is to sell gift cards. For every \$950 bought we would get \$50.

### **Committees:**

#### **Finance Committee/Treasurer's report:**

The monthly financial report was reviewed at meeting. The bills were approved and paid for the past month.

**2016-3-F** The warrant report was shared. Todd moved and Lynne seconded that the warrant report be approved. The motion was passed.

**2016-3-G** Todd moved and Debbie seconded that we transfer tax levy (\$15,000) from money market to Key checking account for March's payroll. Motion passed.

**2016-3-H** Debbie moved and Todd seconded that we move \$5,000 from Tax Levy Money Market to Key Operating for March bills. Motion passed.

**2016-3-I** Lynne moved and Kathy seconded that we approve renew CD 8282312, \$68,387.12, for 6 months @ 0.37%. Motion passed.

**2016-3-J** Todd moved and Kathy seconded that we approve renewing the Bell Trust CD, \$150,279.78, for 3 months at 0.30%. Motion passed.

**2016-3-K** Debbie moved and Kathy seconded that we increase Lisa Palmer's credit card limit to \$3,000. Motion passed.

**2016-3-L** Lynne moved and Todd seconded that we approve the annual report. "The library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2015 Annual Report was reviewed and accepted by the Board." Motion passed.

**2016-3-M** Todd moved and Debbie seconded that we approve of the permit for use of the property by the Wallkill Senior Celebration Committee. Motion passed.

**Adjourned session** 8:45 pm

**Reopened session at** 8:56 pm to discuss package for new manager

**2016-3-N** Kathy moved and Lynne seconded that we approve the employment agreement for Lisa Palmer as follows:

- 1) Salary of \$45,000
- 2) 80% of single health insurance (or yearly buyout of \$500)
- 3) 100% of business expenses as approved by the Board of Trustees
- 4) \$500 for each 3 credits accomplished towards one Masters of Library Science degree
- 5) Three (3) sick days and two (2) personal days per calendar year
- 6) Three (3) weeks of paid vacation, four (4) weeks after ten (10) years of employment

Motion passed.

**Adjourned session** 9:24

Summary of Motions:

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**2016-3-B** Debbie moved and Kathy seconded that we hire Lisa Palmer as Library Manager. Motion passed.

**2016-3-C** Susie move and Todd seconded to replace Frontier with TWC at \$132.91 for 4 lines including a fax line and voicemail. Motion passed.

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- 10) \$500 for each 3 credits accomplished towards one Masters of Library Science degree
- 11) Three (3) sick days and two (2) personal days per calendar year
- 12) Three (3) weeks of paid vacation, four (4) weeks after ten (10) years of employment

Motion passed.

Respectfully Submitted,  
Susie Haldeman recording secretary

Next Monthly Meeting: *April 4, 2016 7 pm*