

Wallkill Public Library  
Board of Trustees Meeting  
*February 1, 2016*

President Ken Simon called the meeting to order at 7:11 PM.

Present:

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

Absent: Jane Schlubach (excused)

Public participation: 5 guests

-Adrienne Perrine had an update on the Friends. They had a staff breakfast on 2/17 at 9 a.m. for “Love Your Library” day. They brought in treats and novelty items for the children’s library room. There are packets for the library to give out to patrons on Valentine’s Day; the trinkets will be added to the packets. Also, there is a “Great American Vendor Fair” on July 2.

-Carolyn Crowell told us of the subdivided area behind the police station. It is about 1 acre and is not contingent on the entire project going through so it can be considered as an available space.

-Al Smiley-wants to meet with the building and grounds committee soon to discuss several small things he feels need to be addressed. The B&G chair is temporarily out of commission so we will be appointing a temporary chair to meet. Al also asked about where copies of the By-laws can be found. They are available online and there is a hard copy behind the desk.

-Andy Archer came to see how the Board functions and also suggested that we name a room or some other such thing after Stewart.

-Mel Bedford asked about the suggested name change of the library. The name change request has been rescinded and the library will not be changing its name.

Minutes from the *January 4, 2016* meeting were reviewed and accepted.

**2016-2-A** Todd moved and Lynne seconded that we accept the minutes as read with the addition of the names of chairs of all the committees. Motion passed.

Committees for 2016 are as follows, chair is underlined:

**Buildings and Grounds:** (temp chair) Todd, Jane, Kathy

**Strategic Planning** (5 year plan): Debbie, Kathy, Jane, Lynne, Ken

**Innovations:** Brian, Ken, Kathy, Jane, Deb

**Finance:** Brian, Todd, Ken, Kathy

**By-Laws:** Lynne, Jane, Todd, Susie

**Personnel:** Susie, Ken, Jane, Debbie

President’s Report:

Ken has been working with Lisa Palmer as the interim manager. He has been extremely impressed; she has dealt with issues well, stayed on top of the work, is respected by the staff, has found a replacement for herself and went to Kingston to deal with Civil Service (among other things).

Civil Service information: It is fairly simple to switch between having a manager and a director in a library our size. It calls for filling out a form. We now have a slot for both director and manager so we are able to hire either. We also opened slots for possible clerks although we have no current plans to use these slots. Civil Service calls these slots clerks, however, we can use different titles; we just need to use the Civil Service title for reporting.

Director's Report (see separate report):

-The library was at Kindergarten registration and will also go to orientation and family fun reading night on April 21. For Poetry month there will be pocket poetry and other activities. The Summer Reading Program will be linked to Olympics.

-Lisa interviews four people to replace her while she is acting as the interim manager. Danielle Cancel is who she is recommending for this job.

-Lisa sent a letter to Sen. Bonacic to rescind our request to change the library name.

**Committees:**

Finance Committee/Treasurer's Report:

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

**2016-2-B** Debbie moved and Lynne seconded that we approve the warrant report. Motion passed.

**2016-2-C** Todd moved and Kathy seconded that we move \$12,000 from the Tax Levy Money Market account to Key Payroll for February payroll. Motion passed.

**2016-2-D** Debbie moved and Lynne seconded that we move \$18,000 from the Tax Levy Money Market to Key Operating for February bills. Motion passed.

**2016-2-E** Todd moved and Lynne seconded that we move \$15,000 from the Tax Levy Money Market to the OCTC account to reimburse for January payroll. Motion passed. January's payroll came from money market because the tax levy funds weren't yet available.

**2016-2-F** Todd moved and Debbie seconded that we adjust the budget to increase the income account (the Appropriated Fund Balance) for the lighting upgrade to \$4,350 with a corresponding increase in expenses account for Maintenance-Building Improvement. Motion passed.

**2016-2-G** Debbie moved and Brian seconded that we transfer \$4,350 from OCTC Money Market to reimburse Key operating to cover the lighting upgrade. Motion passed.

**2016-2-H** Todd moved and Kathy seconded that we move \$600 from Medical Insurance to Professional Fees. Motion passed.

Personnel:

**2016-2-I** Susie moved and Brian seconded that we hire Danielle Cancel at \$10/hour, 20 hours per week to work circulation, assist patrons and facilitate programs. Motion passed.

Personnel has met to develop a job description based on Civil Service's and posted the job on January 17, when the current Civil Service list expired. We had four applications, one which was rescinded when details were given. This weekend Personnel will be meeting with the three applicants for Library Director. Lisa Palmer has applied for the job of Library Manager. Personnel will interview all four candidates and choose two finalists to present to the board. On February 17 these two candidates will meet with staff then present at an emergency Board meeting, one candidate at 7:00 and one at 8:00.

After discussion on median and average salaries comparing nine budgets in RCLS with similar budgets to ours we came up with the following offers.

**2016-2-J** Lynne moved and Todd seconded that we offer a Director \$50,000-\$56,000, with 80% of single medical coverage and a potential discretionary bonus based on performance. Motion passed.

**2016-2-K** Debbie moved and Kathy seconded that we offer a Manager \$40,000-\$46,000 with 80% of single medical coverage and a potential discretionary bonus based on performance. Motion passed.

It was suggested that we look into Ulster County Self-Insured for workman's compensation. This will be passed on to Marla to check.

Buildings and Grounds:

B&G is looking into preventative maintenance on our back-up generator, at the cost of \$495 for two years. The oil and filter and the engine are checked yearly. Lisa will check with Marla to see whether there is any preventative maintenance coverage which came with the item.

**2016-2-L** Kathy moved and Debbie seconded that we buy the contract for preventative maintenance for the generator as long as there is not an existing contract on it. Motion passed.

Old Business:

**Motion 2016-2-M** Debbie moved and Todd seconded that we rescind the Tax Cap Override. Motion passed.

**Adjourned session 9:25 PM**

Summary of Motions:

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**2016-2-L** Kathy moved and Debbie seconded that we buy the contract for preventative maintenance for the generator as long as there is not an existing contract on it. Motion passed.

**Motion 2016-2-M** Debbie moved and Todd seconded that we rescind the Tax Cap Override. Motion passed.

Respectfully Submitted,

Susie Haldeman recording secretary

Next Monthly Meeting: *March 7, 2016 7 PM*

***Next emergency meeting: February 17, 2016 7 PM***