

Wallkill Public Library  
Board of Trustees Meeting  
*January 4, 2016*

President Ken Simon called the meeting to order at 7:08 PM.

Present:

*Brian Ackley, Todd Craner, Lynne Diener, Kathy Goulden, Susan Burhans Haldeman, Debbie Reese, Jane Schlubach, and Ken Simon  
Marla Landsman, Bookkeeper as staff liaison*

Public participation:

none

Minutes from the December 2015 meeting were reviewed and accepted.

**2016-1-A** Jane moved and Debbie seconded to accept minutes. Motion passed.

President's Report:

Ken reminded us that we not only need to replace Mary Lou but also have board positions to fill, one as soon as possible and one next November.

Director's Report's (see separate report):

Marla shared about several offerings in the past month and about the Waldorf School puppet program. Coding is still being offered. A memoir program is coming soon. Evaluations were done by December 17 for all staff.

Committees:

Finance Committee/Treasurer's Report:

The monthly financial report was reviewed at meeting. The bills were approved and paid for the past month. One big change was the disability insurance paid for 2016.

**2016-1-B** Todd moved and Kathy seconded that we accept the finance report as written. Motion passed.

**2016-1-C** Todd moved and Brian seconded that we transfer \$2,500 from the OCTC account 8278203 to OCTC account 8283023 to maintain a permanent minimum balance of \$2,500. Motion passed.

**2016-1-D** Jane moved and Todd seconded that we transfer \$15,000 from OCTC account 8278203 to Key Bank Payroll acct 323141000899 to cover January 2016 payroll expenses. Amount will be returned to payroll upon receipt of the 2016 tax levy money. Motion passed.

**2016-1-E** Todd moved and Debbie seconded that we approve the recurring bills memo with the addition of all insurances. Motion passed. (see attached)

**2016-1-F** Kathy moved and Brian seconded that we remove Mary Lou Carolan from all accounts and credit cards. Motion passed.

**Personnel:**

**2016-1-G** Debbie moved and Susie seconded that we approve Lisa Palmer as temporary Library Manager for a 90 day period and give her a temporary increase in salary for this term. Motion passed.

Marla suggested that we offer Emma more hours on a temporary basis and also hire someone for several of Lisa's hours. Lisa and Marla will work out what's needed to fill Lisa's position. Susie and Jane will meet with Lisa as soon as possible to offer the temporary position.

Buildings and Grounds:

Make-it space: Carolyn, Christine and Lori are working on this. Cabinets are not ready to go in but we need to buy the paint for our handyman to paint the space before they are installed. The original cabinets will not fit the space and custom may be too expensive. The heat registers are in the way. So Buildings and Grounds will look at how the space can be used without great cost and to keep the cabinets movable in case we should move the make-it space. Marla suggested asking our handyman to see if he could build the lockable storage we need. We may do a combo of custom built and standard. After looking at the space together we decided to explore other options for the cabinets.

**2016-1-H** Debbie moved and Lynne seconded that we buy paint to start the repaint of the downstairs. Motion passed.

As head of Buildings and Grounds, Jane will be given a key to the library and a passcode in case of emergencies.

We updated all the committees and the head of each committee is as follows:

- **Finance - Brian**
- **Personnel - Susie**
- **Buildings & Grounds - Jane**
- **Innovations - Brian**
- **By-Laws - Lynne**
- **Strategic Plan - Debbie**

**Adjourned session 8:07 pm**

Summary of Motions:

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Respectfully Submitted,

Susie Haldeman recording secretary

Next Monthly Meeting: *February 1, 2016 7 pm*