

Wallkill Public Library
Board of Trustees Meeting
November 7, 2016

Vice President Todd Craner called the meeting to order at 7:02 P.M.

Present:

Todd Craner, Lynne Diener, Kathy Goulden, Susan Burhans Haldeman, Dennis O'Mara, Lisa Palmer, Brian Ackley

Absent: Debbie Reese, Ken Simon, Mary Lou Van Aken (excused)

Public participant: none

Public comments: The public will have a total of 15 minutes to present their views, comments, concerns, etc. to the Board. Any member of the public wishing to present will have a maximum of 3 minutes per person. After the public comments section is finished there will be no additional dialogue from the public permitted unless there is a request from the Board for additional dialogue. Due to the small confines of the space where the Library Board Meeting takes place, the public shall take any discussions to an adjoining room or outside of the Library. Any members of the public attempting to speak during the Board Meeting will be asked to stop their conversation and reminded they are not permitted to speak during the Board Meeting. Should a member of the public continue to speak they will be asked to leave the building.

Guests: Justin Wood, auditor; Marla Landsman, library bookkeeper

Auditor: Justin Wood from Nugent and Haessler

Justin went over the audit and will leave several copies in the library. He recommended putting some of the fund balance into capital reserve for emergencies/future building needs. We would need a specific board resolution to do this. It should be in a separate bank account. We do have an account for emergencies but it is not named 'capital reserve'. We will look into how to adjust the wording and make it clear and correct.

2016-11-A Kathy moved and Lynne seconded that we approve the October minutes as written. Motion passed.

President's Report: vote on nomination of committees and officers next meeting.

Director's Report: See attached report for details.

-carpet installation is complete, staff worked really hard to move books and get place ready for carpeting

-programming: working on getting more kids and adults in for programs

-field trips

-password protected internet now

Finance Committee: Treasurer's Report:

2016-11- B Brian moved and Kathy seconded that we approve the warrant report for October 2016. Motion passed.

2016-11-C Kathy moved and Dennis seconded that we move \$25,000 from Tax Levy Money Market to Key Payroll for November payroll. Motion passed.

2016-11-D Dennis moved and Kathy seconded that we move \$10,000 from Tax Levy Money Market to Key Operating for November bills. Motion passed.

2016-11-E Kathy moved and Susie seconded that, due to available funds, we move \$5000 from Gross Payroll into Supplies and Materials for DVD's, books, etc. Motion passed.

2016-11-F Susie moved and Lynne seconded that we move \$5,000 from Medical Insurance to Maintenance Building improvements. Motion passed.

Discussion about improvements to the building led to talk about how to meet the needs of handicapped patrons and the need for more bathrooms. We hope to have some discussion with the town board and to set up a meeting to discuss some possible building plans.

2016-11-G Dennis moved and Lynne seconded to move \$2,000 from Staff Training to Programming Expense for Performers, Lego Mindstorm, etc. Motion passed.

Christmas party for the staff: the library will close early that day for their party. The date will be decided during December board meeting.

2016-11-H Brian moved and Dennis seconded to approve the circulation policy as presented at the October 2016 meeting. Motion passed.

2016-11-I Kathy moved and Brian seconded that we approve the final draft of the Strategic Plan 2016-2020. Motion passed.

2016-11-J Lynne moved and Kathy seconded that we approve the 2017 RCLS operating budget. Motion passed.

Nominations for officers for 2017:

President-Ken Simon

Vice-President-Todd Craner

Financial Officer- Brian Ackley

Recording Secretary-Susie Haldeman

Corresponding Secretary-Lynne Diener

Committees to be formed in December:

PR outreach

Financial

Buildings and Grounds

Personnel

By-Laws and Policies

Nominating

Meeting adjourned at 8:31.

Summary of Motions:

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Respectfully Submitted,

Susie Haldeman recording secretary

Next Monthly Meeting: Dec. 5, 2016 7 PM