

Ethelbert B. Crawford Public Library
Trustee Meeting Minutes - April 19, 2018
Approved May 24, 2018

The meeting was called to order at 5:13 pm by President Lynn Skolnick. All members were present including Sari Rosenheck, Marvin Rappaport, Marcia Raponi, Connie Keller, Chris Cavello and Steve Sharoff.

Lynn called for a motion to approve the minutes of March 15th. Connie requested discussion to amend minutes re: inclusion of issue of assistant needed for Mary Paige. Marvin moved to accept the minutes. Sari seconded the motion. A vote was taken and passed unanimously.

Correspondence None

Voucher Approval

Steve reviewed vouchers and bills and made the motion to approve vouchers. Marcia seconded motion. Approved unanimously.

Bills to be Paid

Connie moved, Marcia seconded. Motion carried to pay bills.

- **Committee Reports (see director's report)**
- **Programming Committee**
 - Scheduled for May 25th at 2pm
 - Discussion
 - David Rosenberg performing 4/26/18
 - Andrew Neiderman?
 - Judge Finn's cousin - Bob Finn could possibly to a history event – something along the lines of opportunities for African Americans
 - Kiwanis/Rotary Lori Schneider and NAMI - "All things bright..."
 - Form for programs prototype to create consistency
- **Director's Report**
 - Increase in E book—discussion
 - Monthly Stats discussion
 - Weather
 - Programming holding steady
 - Inter Library loans
 - Borrowing—down
 - Loaned out—up
- **5:50pm Executive Session re Personnel**
 - 6:10pm out of Executive Session
- Summer Donor discussion
- **Cheryl's Report**

- 2019 RCLS Programming Awards
 - Youth Award will be broken out into 2: Juvenile and Teen
- **Policy**
 - 4/24 meeting moved to 2:00pm
 - Entertainment DVD discussion
 - Policies re: Materials from other Libraries.
 - Motion to accept template of “Mamakating Library Interlibrary Loan Policy” by Marvin, Steve 2nd. Approved
- **Old Business**
 - CO2 Detectors?
 - Book Drop draft
 - Back up computers?
 - Will pursue 2 year (discounted) warranty on server.
 - Staff Evaluations
 - Sample narrative form for Evaluation of Mary Paige
 - To review accomplishments and goals with Lynn
 - “Release of Lien” language - as per Marcia
 - Bid language for construction of the stage
- **Landscaping**
 - Lawn mowing service bids (3 received) discussed
 - Have not received missing keys from JJ. Various entries to kiosk, water source, etc.
 - Striping of parking lot—will re-put that out to bid; weather turned bad last year so could not get it done
 - Certificate of Completion of Construction being signed off on
- **Friends of the Library**
 - Quilt Raffle underway
 - Library needs to request in writing the full amount raised from Bench/Brick fundraiser
- **Payroll Account**
 - The automatically transferred amount to the payroll account amount needs to be increased to \$15,000 biweekly. Connie made motion, 2nd by Marcia. Approved.
- **New Business**
 - Connor gave notice 5/1 is his last day
 - Sari will send job description for his position from Mary Paige to SUNY Sullivan IT professor for possible grads to apply.
 - 2019 Book Festival & Literary Landmark status
 - Trustee Workshop scheduled for 5/2 and 5/16 PLEASE SIGN UP FOR 5/16!
- **Motion to adjourn** by Connie, seconded by Sari.
- Meeting Adjourned 6:50pm

Next Meeting: 5/24/18 @ 5pm.

Respectfully submitted,

Sari Rosenheck

