

**EBCPL Board of Trustees Meeting Minutes DRAFT**  
**Thursday, February 20, 2020**  
**Approved March 20, 2020**

Meeting was called to order by Lynn Skolnick, President (remotely) at 4:35 pm. Present were: Connie Keller, Marvin Rappaport, Steve Sharoff, Sari Rosenheck, and Mary Paige Lang-Clouse. Absent were Marcia Raponi and Steve White.

Motion to approve the minutes of Board meeting on January 16, 2020 made by Marvin, seconded by Steve. Motion carried.

Correspondence: Emails to/from DASNY about vestibule repair; ongoing funding CCE support letter MPL emailed & mailed on 2/12; NCA & SCCO grant support letter MPL emailed 2/12; MCSD McKinney-Vento liaison letter received 2/10, CJ replied

Public Comment: None

Motion for Voucher Approval made by Sari, seconded by Marvin. Motion carried.

Motion for Bills to be paid made by Marvin, seconded by Steve. Motion carried.

Reports/Committees

Programming: March programs done, working on April. Among others, we will have Whole Body Fitness, John Conway discussing his latest book entitled “In Further Retrospect” about Sullivan County history, Irish Music presented by the Celtic Band, and Secrets of the Paranormal with Sasha Graham.

Policy: Working on Drafting a Fund Balance Policy recommended by Cooper Arias for adoption at March Board meeting. Also planning to adopt policies on Surplus Goods, Hanging/Displaying Art in the Norris Room and Outdoor Stage/Space Usage.

Building & Grounds: Issues remain with the book drop creating cold in the front desk area. It was suggested we close drop off (cover with blanket?) during the day and open once at end of day. Suggestion that we examine building maintenance issues on rotating basis to stay ahead of curve on repairs or other maintenance expenses. Barriers between upper lot and lower parking area were restored by Village of Monticello. Rotolo working with Malum on wiring inside the building in preparation for the generator delivery (12 weeks lead time). Generator electrical panel to be installed in the electric room in the basement.

Youth Services: see separate report by Cheryl Jones. We continue to get excellent feedback on our youth programs and services.

IT: see separate report by Jonathan Sager, which includes Scott Bedik adding 5 cameras in January to see parking lot and other views not previously available. We are gearing up for Census in coming weeks.

Monthly Statistics: see separate report; continued impressive growth in many areas, including daily patrons and Wi-Fi usage.

Friends of the Library: Marcia attended February meeting; number of upcoming projects, including, planning for TREX bench challenge by collecting recyclables, sale of tote bags to raise funds for library projects, planning for Spring Family Fun Day (Date TBD), applying for Sullivan Renaissance grants for outside paths and watering cart and setting up planned giving capability.

Director's Report: see separate report which includes: starting to plan for some events for outdoor stage currently under construction; book arch still being worked on; replacing recessed light fixtures as needed; no update on ramp for storage shed; vestibule repair still not completed; will comply with mandatory recycling requirements shortly; Harry O now handling cleaning services.

Strategic Planning: Committee to meet in April (Lynne, Connie and Marvin)

### Old Business

Investment: Motion by Marvin, seconded by Steve to invest available operational funds in the highest yielding 6 month certificate of deposit which is federally insured and in highest yielding savings account for those funds needed before 6 months. Motion Carried.

Public Library Treasurer & Finance Officer: We have a candidate who will be hired provisionally until necessary clearances approved.

RCLS Legislative Breakfast, Friday, September 25, 2020: Breakfast will be held at Bear Mountain Inn this year. Trustees encouraged to attend.

Reminder: 2021 Budget Vote & Trustee Election: Wednesday, October 7; Trustees up for re-election are Marcia and Sari.

Ongoing Construction Delays with DASNY: Trustees are encouraged to reach out to our area state legislators now.

### New Business

Motion re 2019 Annual Report: The Ethelbert B. Crawford Public 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 2019 Annual Report was viewed and accepted by the Board. Motion by Marvin, second by Steve. Motion carried.

Adhering to Budget: Motion by Marvin, second by Connie that at a Board meeting each quarter the Board shall review the library budget to be sure we are tracking expenses so that as much as possible we are staying within our budgeted amounts for each category of spending. Motion carried.

Reminder: Intermediate Training for Trustees, at Mamakating Library on March 31 from 5:30 to 8:30 pm.

Reminder: Anti-Harassment/Discrimination Training will be required annually of Trustees and staff going forward.

Motion to Adjourn at 6:13 pm made by Marvin, seconded by Connie. Motion carried.

Next Meeting: Thursday, March 19, 2020 at 4:30 pm