

RCS Community Library
Minutes of the Board of Trustees Monthly Meeting
Monday July 13, 2015

Attendance: Antonio Booth (AB), Marie Sturges (MS) , Josie Bruno (JB), Joe Boehlke (JB), Sheila Schwarz (SS), Laurie Dickerson(LD) and Library Director Judith Wines (JW).

Guest: Bryan Rowzee, Laszlo Polyak

The meeting was called to order at 7:20, following the Annual Meeting (Please see attached minutes).

Corrections were made to the minutes from the previous meeting. The minutes were adopted, as corrected, by consent from a motion made by JLB and seconded by MS.

Corrections are as follows:

- Color Copies will cost patrons fifteen cents for a black and white copy and twenty five cents for a color copy
- The Board members reviewed and initialed the check register.

AB welcomed Sheila Schwartz as a new library trustee; he also welcomed Bryan Rowzee, a staff librarian and guest this evening. AB spoke of appreciation for the new look of the library with the new end caps organization and meeting room, appreciation for teen volunteers and the improved standing of the library in the community.

Director's Report- the full report is on file at the library.

Facilities: the new meeting room is being used quite a bit.

Programs: Root Beer was created at the soda making program

Mac and Cheese Cook off was very popular.

Boys Rule the Library- Bryan Rowzee orchestrated this program which was very popular.

Teen Volunteer Program had a hit with their Stuffed Animal Sleepover".

Misc.:

*JW attended the American Library Association meeting in San Francisco, and received an award. The Board is very proud to have JW recognized by the ALA.

*The Book Sale generated a modest total of about \$200.00.

Finance Report

-The income of \$60,000.00 is primarily due to the construction grant of \$42,000.00.

-The Board reviewed the checks and initialed the check register.

Laszlo Polyak, guest, suggested a per house assessment of perhaps \$25.00, to accrue monies to allow the Library to purchase the building. He noted advantages to the Library that would be consequent to owning the building.

An Overdraft system has been set up at the National Bank of Coxsackie.

Strategic Planning Process

- MS reported of the current status of the committee:
 - Survey questions have been compiled.
 - Ideas were generated during the brain storming session.
 - MS noted that the committee is a very animated group of community members and staff.
 - MS thanked JLB for recording the proceedings.
 - MS passed out and described "Next Steps".
 - There was a discussion of how to distribute the hard copies of the Survey, i.e. in late August in the schools.
 - AB spoke with the High School principal, Mr. DiAcetis regarding asking a student to be on the committee. A student committee member might help distribute the Surveys in the schools.
 - JW spoke with Tim Burkhe regarding the Focus Groups. He thought three Focus Groups was a reasonable number of groups. He noted that a group of 8-10 people was a goal for the size of each group. Tuesday and Wednesday dates in September and October will be suggested to Tim Burkhe as possible meeting dates. The meetings will be held in three locations, in hopes of facilitating geographical diversity of the community.
 - AB wondered how the groups will be chosen. MS stated that she hoped to have a point person for each group. For example, Melanie Collins in Coeymans/ New Baltimore, JLB in Coeymans Hollow and LD in Selkirk/ Feura Bush.

Policies

- Payroll policy
 - *JW notes that the overtime portion of the policy was run by the HR consultant and was found to be in compliance.
- Credit Card Policy was reviewed.
- Reimbursement
 - *JW wondered if receipts should be required for per diem reimbursement.
- A motion to approve the following policies was made as follows:

*Payroll: Approved via a motion from JB, seconded by LD

- *Credit Card: Approved via a motion from LD, seconded by MS
- *Time Keeping: Approved via a motion from MS, seconded by JLB
- *Staff IT Policies: Approved via a motion from JB, seconded by SS
- *Reimbursement Policy: Approved via a motion from JB, seconded by JLB

JW reminded the Board that the Conflict of Interest Policy needs to be signed for this year.

Follow Up Issues

-Construction Grant

JW reported that there is the possibility of applying for a new construction grant. She inquired whether the Board would be interested in exploring the prospect of purchasing the building. The Board is in agreement that exploring the possibility of purchasing the building is a good idea.

JW notes that the estimated value of the grant is \$555,000.00; if received, this might cover up to 75% of the purchase price.

-Circulation Desk

-The third \$5000.00 donation has not yet been received from La Farge. JW plans to meet with a La Farge representative tomorrow. They will review the mockup of the plaque, which will be placed in recognition of the donation.

-The new circulation desk is almost completed. Bryan R asked about room for cabling and JW affirmed that there would be.

-Auditor

-The Board agrees that the library should change auditors. JW asked for ideas for RFP. Suggestions included Varga, and Zeitler and Zeitler, 448 9W Glenmont.

-JW suggests changing after she's been at the library for a full fiscal year.

The Board meeting was adjourned by AB at 8:36 pm, as moved by MS and seconded by JLB.

The next board meeting will be Monday August 10, 2014 at 7 PM.

Respectfully submitted,

Laurie Dickerson, secretary RSCCL 2015