

DRAFT

**Sea Cliff Village Library (the “Library”)  
Minutes of the Meeting of the Board of Trustees (the “Board”)  
December 10, 2013 7:00 p.m.**

**Trustees:** Frank Murray- President  
Jennifer Scheffel- Vice-President - Absent  
Roseann Gertler – Secretary  
Ron Doering- Financial Secretary -Absent  
Kim Hertlein  
Angeleta Dhandari-Donovan  
Lilli Scott

**Library Management:** Arlene Nevens, Director  
Camille Purcell, Assistant Director  
Ann DiPietro, Children’s Library Coordinator

**Village Representative:** Ed Lieberman, Trustee, Village of Sea Cliff - Absent

Mr. Murray presided and Ms. Purcell acted as secretary.  
Mr. Murray called the meeting to order at 7:05 p.m. At that time, a quorum was present.

**1. Approval of the Minutes from the Sea Cliff Village Library Board dated November 12, 2013**

**The minutes of these meetings were circulated in advance of this meeting. Following discussion, and upon motion duly made by Roseann Gertler and seconded by Lilli Scott, the following motion was adopted:**

*RESOLVED, that the minutes of the meeting of the Board held on November 12, 2013 substantially in the form circulated by email and as attached hereto as Exhibit A, be, and hereby are, approved. Motion passed unanimously.*

**2. Financial Secretary’s Report:**

Having reviewed all vouchers and supporting documentation in Warrant 488, voucher 20132311 to voucher 20132339, amounting in the aggregate to \$24,295.88, and Warrant 488A, voucher P20132340 to P20132341, amounting in the aggregate to \$393. I move that the Board of Trustees of the Sea Cliff Village Library approve such warrants.

*Resolved, that the Sea Cliff Village Library Board of Trustees approve Warrant 488, voucher 20132311 to voucher 20132339 amounting in the aggregate to \$24,295.88, and Warrant 488A, voucher P20132340 to P20132341, amounting in the aggregate to \$393, I move that the Board of Trustees of the Sea Cliff Village Library approve such warrants. Motion duly made by Kim Hertlein and seconded by Roseann Gertler. Motion passed unanimously.*

**3. Building/Grounds Report:**

Board President Frank Murray presented his report to the Board. Bill Richman will make repairs to the Children’s Library.

#### **4. Library Director's Report:**

The Library Director presented the Board with her report, attached hereto as *Exhibit C*.

The director announced it is now time to think about a new Long Range Plan for the library. She asked the board to think if they want to pursue the plan in the same manner as last time or to do it differently.

The Friends have reimbursed the library for the balance of the furniture (desk and bookcase) in the Children's Room. The two benches will arrive shortly. Once again the Friends will reimburse the Library for the cost of the furniture.

The Director attended the Annual NLS meeting. The director informed the Board that she will be away from January 12<sup>th</sup> through the 19<sup>th</sup>. The assistant director will be in charge in her absence.

The next board meeting will be on January 14<sup>th</sup>, 2014 at 7pm.

#### **5. Children's Library Coordinator's Report:**

The Children's Library Coordinator presented her report, attached hereto as "*Exhibit D*".

The Chess Nuts program will continue in January/February. Family Book Night continues to draw families. This month's selection is "Horrible Harry and the Holiday".

The Sea Cliff Dept. of Public Works completed its gutter clean-up. They will be back to re-plaster the walls after the holidays.

#### **6. Friends Report:**

The assistant director presented the Friends of the Library report to the Library Board. She informed the Board that the Friends will take over the Museum Pass Program on behalf of the Library. The annual mailing for the Friends seems to have been successful. Village Trustee Ed Lieberman was in attendance at the meeting. The group welcomed Lisa Harir as the new corresponding secretary for Offbeat Artifacts. The group will continue to explore different avenues to help Mike Lennon find storage for this on-going library fundraiser.

#### **7. NLS Report:**

NLS liaison, Angeleta Dhandari-Donovan presented her report to the Board.

#### **8. Policy Manual Changes:**

The Director presented the Board with a number of minor changes that the assistant director found in reviewing the Library's Policy Manual. She asked the Board to approve the changes.

**Resolution:**

*Resolved, that the Sea Cliff Village Library Board of Trustees approve the amended changes to the Library's Policy Manual, specifically to Sections 400-05, 500-30, 500-40, 600-15 and 700-50 as outlined above. Motion duly made by Lilli Scott, seconded by Angeleta Dhandari-Donovan. Motion passed unanimously.*

**9. Policy for programs and presenters:**

The Library Board President and Trustee Dhandari-Donovan met to discuss the possibility of the library having a more formal policy document for programs and presented. The library does have a program confirmation form it gives to presenters. Trustee Dhandari-Donovan included a sample of program forms from a few libraries. The Board will take up the matter at the next board meeting.

The President asked if there were any other matters to be addressed. He stated that the next regular meeting of the Board would be held on **Tuesday January 14, 2013 at 7:00 pm**. There being no further business to come before the Board, the meeting was adjourned at approximately 8:00 p.m.

*Roseann Gertler*

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Roseann Gertler  
Secretary