

DRAFT (05/12/2015)

**Sea Cliff Village Library (the “Library”)
Minutes of the Meeting of the Board of Trustees (the “Board”)
May 12, 2015 7:00 p.m.**

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

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

Village Representative: Kevin McGilloy, Trustee, Village of Sea Cliff

Mr. Murray presided and Ms. Purcell acted as secretary.
Mr. Murray called the meeting to order at 7:02 p.m. At that time, a quorum was present.

1. Approval of the Minutes from the Sea Cliff Village Library Board dated April 14, 2015.

Resolved that the Sea Cliff Village Library Board of Trustees approve the minutes of the meetings of April 14, 2015. Motion duly made by Roseann Gertler, seconded by Angeleta Dhandari-Donovan. Motion passed unanimously.

2. Financial Secretary’s Report: Approval of the Financial Secretary’s Report.

The Board, having reviewed all vouchers and supporting documentation in Warrant 57 amounting in the aggregate to \$26076.30 and Warrant 57A amounting in the aggregate to \$380.00 move to approve such warrants. Having reviewed all vouchers and supporting documentation in Warrant 58 amounting in the aggregate to \$24888.73 and Warrant 58A amounting in the aggregate to \$1135.38 move that the Board of Trustee of the Sea Cliff Village Library approve such warrants. Motion duly made by Ron Doering and seconded by Roseann Gertler.

3. Building/Grounds Report:

Library Board of Trustees President, Frank Murray, presented his report on Six community members have expressed interest in joining the Library Board. Roseann Gertler and Frank Murray will head a committee to assess what they (the Board) are looking for in the new member).

4. Library Director's Report:

The Library Director presented her Report, attached hereto as "*Exhibit C*". Our celebration of National Poetry month ended on a positive note. The Poetry Slam was a huge success and our lecture on Irish Poetry was well attended.

We have begun our ESL classes. We distributed a flyer through Sea Cliff School to see if we could reach more people.

The Library received an e-rate reimbursement of \$4,828.65. This covers the data line at the Adult Library to ALIS. The director applied for a reimbursement for the new data line at the Children's Library.

The Library purchased some incidentals related to the Children's Library renovation. These include new book trucks, and step stools.

The Director would like to thank all of the staff at the Children's Library for a successful return to their newly renovated home. Many hours of dusty work were put in by all to ensure a smooth reopening.

Next Board meeting will be Tuesday, June 9th at 7pm.

Other important dates: Saturday May 30th Stenson Grand Reopening and celebration
Saturday, June 6th – Friends Book Sale

5. Assistant Director's Report:

Assistant Director, Camille Purcell, presented her report on the Young Adult department, attached hereto as "*Exhibit D*".

May programming features an art lecture, a lecture on local wildlife and a lecture on writing the college essay. June programming is light due to end of school year activities. Planning is underway for summer programs.

The Library Director and I met with two representatives from NS Middle School to discuss summer reading and other matters of possible collaborations.

6. Children's Library Coordinator's Report:

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

Summer programs have been set-up. Activities include: Storytime at the Beach, book discussions, animal workshops, music programs and Lego Fun. Chess and Magical Math will be offered on Saturdays.

7. Children's Library Renovation:

The library is finished. Sound is an issue with a very harsh echo throughout the building. Also some patrons have expressed some dismay over the lack of a cozy, warm feeling in the building. Village Liaison and Village Administrator will be attending one of the programs at the library tomorrow to access the noise level. Hopefully a speedy resolution will be achieved.

8. Payroll Changes:

The adopted 2015-2016 Library Budget included 2% salary increase for all staff.

Resolved that the Sea Cliff Village Library Board of Trustees approve payroll changes of a 2% salary adjustment for all staff. Motion duly made by Kim Hertlein and seconded by Roseann Gertler. Motion passed unanimously.

9. Holiday Schedule:

Resolved that the Sea Cliff Village Library Board of Trustees move to adopt the amended Holiday Schedule for the 2015-2016 year. Amended as followed: Children's Library will be closed December 24th, Christmas Eve, Adult Library will be opened from 9-1pm, December 24th. Motion duly made by Ron Doering, seconded by Roseann Gertler. Motion passed unanimously.

10. Election of Officers:

At this time of the year the Board of Trustees holds nominations for Officer Positions. The following slate was nominated:

Resolve that the Sea Cliff Village Library Board of Trustees nominate the following candidates for the 2015-2016 Library Board year. Motion duly made by Kim Hertlein, seconded by Roseann Gertler. Motion passed unanimously.

Frank Murray – President
Roseann Gertler – Vice-President
Ron Doering – Financial Secretary
Kim Hertlein – Asst. Financial Secretary
Secretary – Vacant at this time.

11. Copy machine purchase;Makerbot purchase;3Doodler purchase:

Our current photocopy machine has been problematic in recent months. The library director received three different proposals from three different companies for a new machine. Each proposal is based on the same specification.

Resolved that the Sea Cliff Village Library Board of Trustees authorizes the purchase/lease of Konica 3850 at a cost of \$43/month. Motion duly made by Roseann Gertler, seconded by Kim Hertlein. Motion passed unanimously.

3D Printer resolution – Tabled.

3Doodler Pen – this is a pen that one uses to build three dimensional objects. The cost is \$99.99/pen; \$10 per plastic color pack. !0 pens are requested so that we could conduct programs.

Resolved that the Sea Cliff Village Library Board of Trustees authorize the purchase of 10 3Doodlers and accessories at a cost not to exceed \$2000 to be charged to the Gift expenses line of the budget. Motion duly made by Angeleta Dhandari Donovan, seconded by Roseann Gertler. Motion passed unanimously.

12. NLS Report:

Trustee Dhandari-Donovan presented her report. NLS' Annual Meeting will take place on December 14th.

13. Friends Report:

The May Offbeat Artifacts sale was successful. The sale will recommence once a month on the Village Green. June 6th is the Annual Book Sale.

14. Executive Session:

The Library Board of Trustees moved into Executive Session for discussion of Director's evaluation.

Resolved that the Sea Cliff Village Library Board of Trustees move into Executive Session for discussion of Library Director's evaluation. Motion duly made by Roseann Gertler, seconded by Angeleta Dhandari-Donovan. Motion to come out of Executive Session made by Frank Murray, seconded by Angeleta Dhandari-Donovan.

The Board President asked if there were any other matters to be addressed. He stated that the next meeting of the Board would take place on Tuesday, June 9th at 7pm. There being no further business before the Board the meeting was adjourned at approximately 9:10pm.

Roseann Gertler

Roseann Gertler
Secretary