

DRAFT

Sea Cliff Village Library (the “Library”) Minutes of the Meeting of the Board of Trustees (the “Board”) November 12, 2014 7:00 p.m.

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

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

Village Representative: Kevin McGilloway, Trustee, Village of Sea Cliff - Absent

Mr. Murray presided and Ms. Purcell acted as secretary.

Mr. Murray called the meeting to order at 7:03 p.m. At that time, a quorum was present.

1. **Approval of the Minutes from the Sea Cliff Village Library Board dated October 14, 2014.**

Resolved that the Sea Cliff Village Library Board of Trustees approve the minutes of the meetings of October 14, 2014. Motion duly made by Roseann Gertler, seconded by Lilli Scott. Motion passed unanimously.

2. **Financial Secretary’s Report:**

Having reviewed all vouchers and supporting documentation in Warrant 3/11/2014, amounting in the aggregate to \$71.40, and Warrant 2/11/14, amounting in the aggregate to \$22,457.63. I move that the Board of Trustee of the Sea Cliff Village Library approve such warrants. Motion duly made by Ron Doering, seconded by Roseann Gertler. Motion passed unanimously.

3. **Building/Grounds Report:**

Library Board of Trustees President, Frank Murray, presented his report on Buildings/Grounds. Children’s Library renovation was discussed. Bids on the project were received and a contractor was selected.

4. Library Director's Report:

The Library Director presented her Report, attached hereto as "*Exhibit C*". The library received notification that it will receive a \$2250 Special Legislative Grant for programs from Assemblyman Lavine.

The Library received \$30 in eCommerce payments.

The director attended the annual Newcomers' Event sponsored by the Sea Cliff Civic Association. 21 people signed up for library cards.

The director attended a workshop on October 29th about Surviving a NYS Comptroller's Office Audit. 3 library directors who had gone through these audits plus an accountant/auditor. As a result of this meeting, she has been reviewing the library's procedures and policies and meeting with Village Treasurer, Marianne Lennon to ensure that the Library is in compliance with library law.

The director presented statistics on one of our online services, "Live Homework Help" which provides online tutoring to Sea Cliff card holders. Upon review we have decided to change from unlimited services to 15 sessions a week. This will not impact most of the users of this service, but will cut down on the "abusers". We will continue to monitor.

Attached you will find a summary of the Museum Pass program. Attached hereto as "*Exhibit D*".

Doris Newman, furniture consultant, sent in a proposal for a new computer table to be constructed. Attached hereto as "*Exhibit E*".

Resolved that the Sea Cliff Village Library Board of Trustees moves that the expenditure of \$2550 as specified in the quote presented by LRM be approved. The Trustees request that the Friends of the Library be approached for payment of said furniture expenditure. Motion made by Jennifer Scheffel, seconded by Lilli Scott. Motion passed unanimously.

Assistant Director Camille Purcell connected with two teenagers who are looking to become active with the library. Programming ideas were generated and hopefully things will be happening.

Pending investigation of the low bidder, a contractor has been awarded the bid which was for \$162,000. This is approximately, \$12,000 more than the available funds. The Village may approach the Friends for the difference. It was suggested that the Library communicate with the Friends and present them with a "Wish List" of items that we would like them to consider purchasing for the library.

Next Board meeting will be Tuesday, December 9th at 7pm.
NLS Annual Meeting – December 1st pm

5. Children's Library Coordinator's Report:

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

Sea Cliff MakeShop presented a 3D Printer workshop on Election Day. 20 plus children attended. MockTrial club continues to meet at the library every other Saturday.

Book Groups and Story Hours have been well-attended. Family Book Night continues to be successful.

Attached is a proposal for a new network router from Jason Miller. The library has had intermittent connection problems.

6. Long Range Plan:

The director had circulated a copy of the Long Range Plan drawn up by Trustee Lilli Scott. Suggestions were made to change/add content in the opening paragraph. These will be revisited at the next meeting.

7. Conflict of Interest Policy:

We have an Ethics Policy but the law covering Conflict of Interest calls for specific language. Upon investigation, the director was told by the Village Attorney that he does not represent the Library. This opened up the question, "who represents the library?" The director, the board president and village liaison will continue to investigate this matter in the coming weeks.

8. NLS Report: no report

9. Friends Report:

The Friends will be holding their meeting on Wednesday, November 19 at 11am. They are looking into getting a shed for Mike Lennon so that he can store his items for the Offbeat Artifacts Sale closer to the library.

10. Other Issues:

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, December 9, 2014 at 7:00 pm**. There being no further business to come before the Board, the meeting was adjourned at approximately 8:10pm.

Roseann Gertler

Roseann Gertler
Secretary