

**DRAFT**  
**Sea Cliff Village Library (the “Library”)**  
**Minutes of the Meeting of the Board of Trustees (the “Board”)**  
**November 10, 2015 7:00 p.m.**

**Trustees:**

Roseann Gertler – President  
Frank Murray- Vice-President  
Lilli Scott – Secretary  
Ron Doering- Financial Secretary  
Kim Hertlein - Absent  
Angeleta Dhandari-Donovan  
Christine Abbenda

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

**Village Representative:** Kevin McGilloway, Trustee, Village of Sea Cliff

Ms. Gertler presided and Ms. Purcell acted as secretary.  
Ms. Gertler 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 October 13, 2015.**

*Resolved that the Sea Cliff Village Library Board of Trustees approve the minutes of the meetings of October 13, 2015.. Motion duly made by Lilli Scott, seconded by Frank Murray. Motion passed unanimously.*

**2. Financial Secretary’s Report:**

*The Board, having reviewed all vouchers and supporting documentation in Warrant 64, amounting in the aggregate to \$10,060.41 and Warrant 64A, amounting in the aggregate to \$262.06, I move that the Board of Trustee of the Sea Cliff Village Library approve such warrants. Motion duly made by Ron Doering, seconded by Frank Murray. Motion passed unanimously.*

**3. President’s Report:**

Library Board of Trustees President, Roseann Gertler, presented her report. The president informed the Board that the Village is aware the lights outside of the Children’s Library and the lights in the basement of that building are out. A work order has been issued to have them repaired/replaced. She let the Board know that she informed the Village Board of Trustees that the \$5,000 they asked for towards contribution to the Children’s Library will be held in reserve instead of being resented to them.

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

The Library Director presented her Report.

The director informed the Board that the Mayor asked if Village Elections to be held in March could be held in the Children's Library. He would like to showcase the building. The Board was to make it clear that this will be a one-time occurrence and not set precedence.

The light on Summit Avenue has been replaced. Work has begun on repointing and repair of Village Hall.

The Library is looking into improving the signage in the building. This will fulfill one of our Long Range Goals. The director met with a Sign distributor, who is preparing a proposal for a variety of signs for the Library.

We received \$10,000 in Bullet Aid from Senator Marcellino. This will bring the total Gift Fund to approx. \$50,000. The director would like to take \$25,000 of this and put it into a Designated Fund for Technology and Building Maintenance.

Library Open House held on October 17<sup>th</sup> was not so well attended. We will continue to seek new ways to attract more residents to the Library.

The Director will be on vacation from Tuesday November 24<sup>th</sup> thru Tuesday December 3<sup>rd</sup>. In her absence, the assistant director, Camille Purcell will be in charge.

Next Board meeting will be Tuesday, December 8 at 7pm.

#### **5. Assistant Director's Report:**

The assistant director presented her report.

We had great attendance for our presentation of Haunted Long Island. Many of the attendees said they had a great time and wanted to have the group come back.

Our Cookbook Club had its first meeting on Saturday, October 24<sup>th</sup>. Though small in number, they had a lot of enthusiasm. Our next meeting will be Saturday November 21 at 2pm.

Adult Trivia was fun. We had six teams competing against each other. We will do this again in the spring.

Please see the newsletter/website for upcoming events and programs.

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

The Children's Library Coordinator presented her report.

Attendance at story hour and book groups has not only been steady, but is growing. 21 children attend the Friday afternoon group. The SCMakeShop is offering Saturday science programs for young elementary school children.

Family Book Night and the Halloween Party/Parade were both very successful.

Though the Library Coordinator has contacted the contractor, she has yet to hear back from the contractor regarding the building of a library bookshelf. Noise continues to be a problem. Ann, will continue to follow up with a sound abatement firm – Sound Sense in the hopes of trying to alleviate the problem.

**7. Deaccession Items:**

*Moved that the Sea Cliff Library Board of Trustees approve the de-accessioning of the aforementioned items. Motion duly made by Lilli Scott, seconded by Frank Murray. Motion passed unanimously.*

**8. Personnel Policy Manual:**

In an effort to make policy match actuality, the Director would like to make two changes to the Library Personnel Policy section 1100. After discussion, it was suggested that the Board approve such changes with some minor language adjustments.

*Resolved that the Sea Cliff Village Library Board of Trustees amend its Personnel Policy Manual Section 1100-150. Motion duly made by Angeleta Dhandari-Donovan, seconded by Frank Murray. Motion passed unanimously.*

**9. Personnel Changes:**

We have added a part-time librarian, Kathleen Darby to our staff. She will be working every other Saturday plus fill in. She is replacing Denise Ambrosait who has reduced her hours. Ms. Darby's pay rate will be \$26/hr.

*I move that the Sea Cliff Village Library Board of Trustees, accept the November payroll changes. Motion duly made by Angeleta Dhandari-Donovan and seconded by Ron Doering. Motion passed unanimously.*

**10. New Fund:**

The Director stated the following, “with the latest gift of \$10,000 from Senator Marcellino, the Gift Fund now has close to \$50,000 in it. I think this is too large a fund. I recommend we establish a Designated Fund for Technology and Building Maintenance with \$25,000 of this. This will enable us to purchase new technology as we need it and would also cover part of the cost, for instance, of new lights in the Adult Library”. The Board asked for opinions on the Director's request. After discussion it was decided that a change in language was needed to the Director's request. The fund would become a Designated Fund for Technology. The resolution now reads:

*Move that the Sea Cliff Village Library Board of Trustees establish a fund separate and apart from the General Fund, to provide for the purchase of technology and further move that \$25,000 be transferred from the Gift fund to this new Fund. Motion duly made by Frank Murray, seconded by Christine Abbenda. Motion passed unanimously.*

**11. NLS Report:**

Presented by Trustee Dhandari-Donovan, NLS is doing well. There will be an Area 8 meeting sometime in the near future.

**12. Friends Report:**

The Library Board president presented for the Friends. President Gertler was invited by the Friends to attend their monthly meeting. She was impressed by their dedication and hard work on behalf of the library. There will be an Offbeat Artifacts sale in December.

**13. Other Issues...**

Vice President Frank Murray announced that he will be stepping down from the office of Vice-President of the Sea Cliff Village Library effective after the December meeting. The Board will send out an announcement looking for a replacement.

**Adjournment:**

The next library Board of Trustees meeting will take place on **Tuesday, December 8, 2015 at 7:00 pm**. There being no further business to come before the Board, the meeting was adjourned at approximately 8:00 pm.

*Lilli Scott*

---

Lilli Scott  
Secretary