

DRAFT

**Sea Cliff Village Library (the “Library”)
Minutes of the Meeting of the Board of Trustees (the “Board”)
November 12, 2013 7:00 p.m.**

Trustees: Frank Murray- President
Jennifer Scheffel- Vice-President
Roseann Gertler – Secretary - Absent
Ron Doering- Financial Secretary
Kim Hertlein - Absent
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

Mr. Murray presided and Ms. Purcell acted as secretary.
Mr. Murray called the meeting to order at 7:00 p.m. At that time, a quorum was present.

1. **Approval of the Minutes from the Sea Cliff Village Library Board dated October 8, 2013**

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

RESOLVED, that the minutes of the meeting of the Board held on October 8, 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 485, voucher 20131963, amounting in the aggregate to \$2,523.74, and Warrant 486, voucher 20132112 to 20132140, amounting in the aggregate to \$40,652.28, and Warrant 486A, voucher P20132141 amounting in the aggregate to \$116.12, 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 485, voucher 20131963, amounting in the aggregate to \$2,523.74, and Warrant 486, voucher 20132112 to 20132140, amounting in the aggregate to \$40,652.28 and Warrant 486A, voucher P20132141, amounting in the aggregate in the aggregate to \$116.12, I move that the Board of Trustees of the Sea Cliff Village Library approve such warrants. Motion duly made by Ron Doering and seconded by Angeleta Dhandari-Donovan. Motion passed unanimously.

3. **Building/Grounds Report:**

Board President Frank Murray presented his report to the Board. A lighting fixture was installed on the Summit Avenue side of the Library. The Board President will check with the village to schedule a leaf and gutter maintenance of the Children's Library.

4. Library Director's Report:

The Library Director presented the Board with her report, attached hereto as *Exhibit C*. Statistics for the downloadable media is included.

The director announced that the Sea Cliff Library has been named a 3 Star Library by **Library Journal** in its annual America's Star Library issue. This honor is based on a statistical compilation of computer usage, program attendance, circulation and library visits. The library will highlight this honor in the coming weeks.

The Library will be getting a museum pass for the Cradle of Aviation for \$750. The Friends will pay at least \$00 for this pass. The director informed the Board that the Library will be dropping the Vanderbilt pass when it comes up for renewal. The Friends will also renew the Library's pass to the Guggenheim.

The Friends have reimbursed the Library for the new upholstered furniture in the Children's Library.

The Children's Library has been named recipient of funds in memory of Jacqueline Hudak. To date the Library has received \$3600 and the Friends have received \$1173.

Furniture:

All furnishings for the Children's Library have been delivered except for the two benches. New countertops have been installed at the Adult Library.

On December 2 at 7pm, NLS will have its Annual Meeting.
The next board meeting will be on December 10, 2013 at 7pm.

5. Children's Library Coordinator's Report:

The Children's Library Coordinator presented her report, attached hereto as "*Exhibit D*". All programs are proceeding nicely. Chess Nuts program will begin again on November 16th.

The annual introduction to The Nutcracker will take place on December 7.

6. Friends Report:

The director presented the Friends of the Library report to the Library Board. The director 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.

7. NLS Report:

NLS liaison, Angeleta Dhandari-Donovan and the Library Director, Arlene Nevens, presented the Board with NLS' request for Member Library Support. For the coming year, there will be no

increase in the Sea Cliff Library's support of NLS. Member Libraries have been asked to pay the same amount in year 2014 as they have paid in 2013.

Resolution:

Move that the Sea Cliff Library Board of Trustees approve NLS' request for Member Library Support for calendar year 2014 in the amount of \$3,050. Motion made by Jennifer Scheffel and seconded by Angeleta Dhandari-Donovan. Motion passed unanimously.

8. Children's and Adult Library Furnishings:

We are almost at the end of our refurbishment of the Children's Library. A small round table will be ordered for the Children's Library, which will cost approximately \$500. The Friends have indicated that they would pay for this. If not, monies from the Offbeat Artifacts sale will be used.

The new shelving for the Children's Library cost, \$9660. The director indicated that monies from the Children's Library renovations should be used to pay for this. She would also like to charge \$340 of the cost of desk chairs to this fund as well. A Resolution is needed to address these issues.

We are almost at the end of our refurbishment of the Adult Library. The expenses to date are:
Director's Desk - \$1343.19 paid by the Friends
Circulation and computer table desktops- \$3040 to be paid from Offbeat Artifacts.

Resolution:

Move that the Sea Cliff Library Board of Trustees approve the payment of \$10,000 from L-0915.1 (assigned Children's Library) for the furniture for the Children's Library. Motion made by Lilli Scott, seconded by Angeleta Dhandari-Donovan. Motion passed unanimously.

Move that the Sea Cliff Library Board of Trustees approve the transfer of \$10,000 from L-0915.1 (Assigned Children's Library) to L-0915.9 (Unrestricted Fund Balance). Motion made by Lilli Scott, seconded by Angeleta Dhandari-Donovan. Motion passed unanimously.

Move that the Sea Cliff Library Board of Trustees approve the payment of \$3040 from Offbeat Artifacts/Gift monies. Motion made by Lilli Scott, seconded by Angeleta Dhandari-Donovan. Motion passed unanimously.

9. De-accessioned Items:

See list of de-accessioned items, attached hereto as "Exhibit E".

I move that the Sea Cliff Library Board of Trustees approve the de-accessioning of the aforementioned items. Motion made by Jennifer Scheffel, seconded by Angeleta Dhandari-Donovan. Motion passed unanimously.

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 10, 2013 at 7:00 pm**. There being no further business to come before the Board, the meeting was adjourned at approximately 7:53 p.m.

Roseann Gertler

Roseann Gertler
Secretary