

## DRAFT

### Sea Cliff Village Library (the “Library”) Minutes of the Meeting of the Board of Trustees (the “Board”) October 15, 2014 7:00 p.m.

**Trustees:** Frank Murray- President  
Jennifer Scheffel- Vice-President  
Roseann Gertler – Secretary  
Ron Doering- Financial Secretary - Absent  
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 7:00 p.m. At that time, a quorum was present.

1. **Approval of the Minutes from the Sea Cliff Village Library Board dated September 9, 2014.**

*Resolved that the Sea Cliff Village Library Board of Trustees approve the minutes of the meetings of September 9, 2014. Motion duly made by Roseann Gertler, seconded by Angeleta Dhandari Donovan. Motion passed unanimously.*

2. **Financial Secretary’s Report:**

*Having reviewed all vouchers and supporting documentation in Warrant 501, amounting in the aggregate to \$22,955.62, and Warrant 501A, amounting in the aggregate to \$374. I move that the Board of Trustees of the Sea Cliff Village Library approve such warrants. Motion duly made by Kim Hertlein, seconded by Roseann Gertler. Motion passed unanimously.*

3. **Building/Grounds Report:**

Library Board of Trustees President, Frank Murray, presented his report on the Buildings/Grounds. Children’s Library renovation was discussed. Architectural drawings for the Children’s Library are available for viewing at the Village Hall. Bid documents were sent out and are due back by October 31<sup>st</sup>.

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

The Library Director presented her Report, attached hereto as "*Exhibit C*".  
The library received \$58.02 from Better World Books for used books sold. The library received 90% of its NYS Local Library Service aid (\$1195).

Included in her report are statistics for Direct Access (in person borrowing from another library) and Interlibrary Loan (items borrowed from other libraries but picked up at Sea Cliff).

The director attended a meeting of the Sea Cliff School PTA where she distributed brochures outlining library services. Rosa Cella attended Back to School night at both the Middle and High Schools.

Director's Wish List: Complete the interior plaster work/painting of the Adult Library.

- Purchase the Capira app (\$500)
- Replace the lighting in the Adult Library
- Replace the computer table in the Adult Library

Assistant Director's Wish List: New computer chairs for adult library (patrons and staff)

- New lower shelving for adult library
- PDF conversion software
- New carpeting for adult library

Trustee Gertler's Wish List: Renovate Adult Library

Board President Murray's List: In keeping with the request for renovating the adult library, find a way to make more computer accessibility for patrons.

- Ipads (in the magazine area).

Director contacted Doris Newman, furniture consultant, regarding a new computer table.

Next Board meeting will be Wednesday, November 12<sup>th</sup> at 7pm.

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

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

MiniMart was fun event. Many families and friends helped out to make the day a successful one. Monies raised will go to support the Children's library programs and events.

Book Groups and Story Hours have been well-attended. The Mock Trial Club will be using the library to host their planning sessions. Puppet Workshop will be offered to coincide with the Pet and Puppet Parade taken place on November 1.

#### **6. Long Range Plan:**

The director had circulated a copy of the Long Range Plan drawn up by Trustee Lilli Scott. Board members had some time to review the Long Range Plan. Two suggestions were made to change/add content. These suggestions cover Goal III and Goal VII.

#### **7. Personnel Changes:**

Kathy Calzonetti will be changing her status from permanent to on-call. She recently was offered a position with the Glen Cove School District. We wish her the best of luck. Rosa Cella, librarian, will be taking over hours within the Children's Library. Kristine Janusas, has been hired has a library page and will be working Thursday evenings and one Saturday a month.

*Resolved that the Sea Cliff Village Library Board of Trustees approve the Personnel Changes – October 2014. Motion made by Roseann Gertler, seconded by Kim Hertlein. Motion passed unanimously.*

#### **8. Cash Management:**

*Resolved that the Sea Cliff Village Library Board of Trustees adopt the amended Director's Checking Account – Section 400-20. Motion duly made by Roseann Gertler, seconded by Kim Hertlein. Motion passed unanimously.*

*Resolved that the Sea Cliff Village Library Board of Trustees adopt the Credit Card Use Policy. Motion duly made by Roseann Gertler, seconded by Angeleta Dhandari Donovan. Motion passed unanimously.*

#### **9. NLS Report:**

Angeleta Dhandari Donovan presented her report on the Nassau Library System. No new news to report.

#### **10. Friends Report:**

The Friends will be holding their meeting at the end of this month. They will discuss with Village Hall, the possibility of renewing for another year, the Offbeat Artifacts sale.

#### **11. Other Issues:**

One of our patrons mentioned to Trustee Gertler that she knew of two young adults that would like to meet to discuss how they could help the library attract more young people to the library. Assistant Director, Camille Purcell, gave Trustee Gertler her email so that the two young patrons could get in touch with her.

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 **Wednesday, November 12 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*

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Roseann Gertler  
Secretary