

DRAFT

Sea Cliff Village Library (the “Library”) Minutes of the Meeting of the Board of Trustees (the “Board”) December 9, 2014 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

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

Village Representative: Kevin McGilloway, 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 November 12, 2014.**

Resolved that the Sea Cliff Village Library Board of Trustees approve the minutes of the meetings of November 12, 2014. Motion duly made by Roseann Gertler, seconded by Lilli Scott. Angeleta Dhandari-Donovan – abstained. Motion passed unanimously.

2. **Financial Secretary’s Report:**

Having reviewed all vouchers and supporting documentation in Warrant 53, amounting in the aggregate to \$26,197.89 and Warrant 53A, amounting in the aggregate to \$144. I move that the Board of Trustees of the Sea Cliff Village Library approve such warrants. Motion duly made by Ron Doering, seconded by Angeleta Dhandari-Donovan. 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. Demolition of the Children’s Library has begun. Children’s Library is now housed in Meeting Room C of Village Hall.

4. Library Director's Report:

The Library Director presented her Report, attached hereto as "*Exhibit C*".

The director wrote letters of congratulations to Senator Marcellino and Assemblyman Lavine.

Village Liaison Kevin McGilloway informed the director that Village Attorney Stoler will draft the Library's Conflict of Interest Policy. However the question of the library's legal representation remains unresolved. The Village Liaison suggested that the library perhaps set aside some amount of money in the next budget to cover legal services.

The library received \$10,000 in Bullet Aid from Senator Marcellino.

The director presented a midyear budget "snapshot" which Library Board members will review and discuss at the next meeting.

The library has purchased Adobe software that will allow users to edit PDF documents. This cost is \$1113. The Friends of the Library has agreed to pay \$500 of this. It will be installed on the public and staff machines.

The Friends have also agreed to purchase new flooring for the Children's Room.

Better World Books has declined our request to place a book bin at the Public Works Department on Altamont Avenue.

Next Board meeting will be Tuesday, January 13th at 7pm.

5. Assistant Director's Report:

Assistant Director, Camille Purcell, presented her report on the Young Adult department, attached hereto as "*Exhibit F*". The YA department has been moving steadily forward. Title selection is growing and our statistics reflect a steady presence in this age category. We have presented a STEM coding working which was attended by approx. 12 patrons. In coordination with our YA liaisons, we will be showing the movie Frozen on Saturday, Dec. 13th.

Upcoming events: Babysitter Training Course, Teen Trivia and ACT practice test.

6. Children's Library Coordinator's Report:

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

The Children's Library is now meeting in Meeting Room C of Village Hall. A small collection of picture books, dvds, novels and assorted toys are available for patron use. All programs will take place in this space until renovations are completed.

Ann DiPietro, the Library Coordinator, has informed all her program attendees of the library's new location. Despite the move, programs have been running.

A coding class for elementary school children will take place on Dec.12th at 1:30pm.

7. Long Range Plan:

The long range plan drafted by Library Board Trustee, Lilli Scott, has been reviewed and a motion was made to accept the plan has written.

Move that the Sea Cliff Village Library Board of Trustees, accept the Long Range Plan has submitted. Motion duly made by Roseann Gertler, seconded, Ron Doering. Motion passed unanimously.

8. Disposition of Library Equipment:

The library replaced a monitor belonging to the Children's library. Monitor 6-1-257-84-07 – no longer working.

Move that the Sea Cliff Village Library Board of Trustees approves the disposal of the computer monitor referenced above. Motion duly made by Roseann Gertler, seconded by Lilli Scott. Motion passed unanimously.

9. Policy Manual Changes:

In looking over the Policy manual for the Library, the director noted several changes to be made to the manual to reflect actual policy.

Move that the Sea Cliff Village Library approve Policy Manual changes to Section 400-5/10; 400-60/3; 400-10/b and By-Law Article V/3. Motion duly made by Angeleta Dhandari-Donovan, seconded by Roseann Gertler. Motion passed unanimously.

Also mentioned was the annual review of the Library Director. Board President, Frank Murray will work on some type of evaluation methodology to evaluate the director. Further discussions on this matter will take place at the January or February meeting.

10. Children's Library Renovation:

As noted in previous bullet points, the Children's Library is now under renovations. In order to prepare for the demolition, the Library contracted with American Interfile to box the collection and move it to the Library's temporary quarters. Once the work is completed, American Interfile will return and reshelve library materials. This work also necessitated in closing the Children's Library on Tuesdays. Once the work is completed, the hours will be reinstated.

Move that the Sea Cliff Village Library Board of Trustees, approves the payment of no more than \$2500 to American Interfile for services rendered. Motion duly made by Angeleta Dhandari-Donovan, seconded by Roseann Gertler. Motion passed unanimously.

Move that the Sea Cliff Village Library Board of Trustees, approves the adjusted hours for the Children's Library during the renovation. Motion duly made by Lilli Scott, seconded by Roseann Gertler. Motion passed unanimously.

11. NLS Report:

Library Trustess Angeleta Dhandar-Donovan was not able to attend the last meeting of NLS, so her report will actually take place next month.

12. Friends Report:

The Friends group held their monthly meeting and one topic of discussion was the issue of sheds to be placed near the Village Museum for use and storage of the Offbeat Artifacts items. The Friends hope that the Village will approve the sheds and they are willing to work with the Beautification committee to make it more presentable to the village, museum and neighbors. The Friends also will set aside a sum of money for Library usage.

13. Other Issues:

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, January 13th at 7pm. There being no further business before the Board the meeting was adjourned at approximately 8:15pm.

Roseann Gertler

Roseann Gertler
Secretary