

**MINUTES OF THE BOARD OF TRUSTEES
OF
THE KINGSTON LIBRARY**

Call to Order: 7:04 pm

Date: July 17, 2008

Roll of Members:

Present

Jane Riley, President
Edwin Pell
Paul Werbalowsky
Emilie Hauser
Susan Simek
Marvin Eisenberg, Vice President

Library Director:

Margie Menard

Library Staff:

Stephanie Morgan
Mary Lou Decker

Public:

Mark Zion, Friends
Jane Eisenberg

Not Present

Madeline Hoetger (Excused)
Sean Mackowiak (Not Excused)
Arthur Coston (Not excused)

Agenda

Motion: A motion was made by Marvin Eisenberg to approve the agenda which was seconded by Paul Werbalowsky and unanimously approved.

Minutes

Jane Riley pointed out that the outgoing members were not given plaques and should be recognized at the August meeting. She also pointed out a typo on the treasurer's report and requested that the minutes reflect that she "seconded" a motion – not "accepted" a motion.

Motion: A motion to approve the minutes was made by Emilie Hauser and seconded by Susan Simek and unanimously approved.

Distribution:

- ▶ Executive Directors Report
- ▶ Reorganization Meeting minutes, July 8th
- ▶ Financial Reports
 - Voucher Report, July 2008
 - Voucher Report – Paid Pre-Audit
 - Balance Sheet as of June 30, 2008
 - Budget vs. Actual (Jan. – June)
 - Donation Activity – June 2008
 - Revenue & Expenditures

Public Comment

None

Treasurer and Financial Reports

Margie Menard asked if all members received a copy of the reports ahead of time, and everyone said yes.

She also requested that the board approve vouchers from now on after being recommended by the executive committee. Marvin Eisenberg said that in the past, there has been a problem with timing, and that the executive committee approved them to avoid delays. Margie said that as long as the board members reviewed them ahead of time, it wouldn't be a problem. Emilie Hauser said that she would like to have everyone on the board hold the responsibility of making the approval.

Margie also reviewed the difference between the pre-audit report and the voucher report for the new board members.

Motion: Marvin Eisenberg, on behalf of the executive committee, motioned to approve the vouchers which was seconded by Susan Simek and unanimously approved.

Motion: Ed Pell motioned to accept the donations which was seconded by Emilie Hauser and unanimously approved.

Executive Committee Report

Marvin Eisenberg said the only business by this committee was to sign voucehers and review financial reports.

Operations Committee Report

No report. Next meeting will be August 6th, the first Wednesday of the month.

Standards and Development Report

No report, but will have one at the next meeting.

Community and Public Relations Report

No report

Friends of the Library Report

Mark Zion said that they are planning on sending out the fall fundraising letter on August 5th at 7pm, and everyone is invited to help.

He also reviewed the details of the Barnes and Noble book drive which is September 4 – September 7, the weekend after Labor Day. Coupons will be sent out. Margie also emphasized that people don't need vouchers to participate and can just tell the bookseller that they want to participate. She said that she has gone to the store and handed out coupons to customers as a means to raise awareness of this program. It is also up to the organization to promote.

- If \$2000 is raised, 10% goes to library.
- If \$2000-\$10,000, 15% goes to library.
- If above \$10,000, 20% goes to library.
- If a gift card is used, the library gets an extra 5%.

Next Friends meeting is the 2nd Tuesday in September.

Marvin Eisenberg recommended that the library ask the city government to promote the book fair on their website as well as establish a direct link to the library website. Susan Simek recommended that Gillian Fischer who is the city's community relations person be contacted. Margie Menard said that she would make this call.

Presidents Report

The board read the Re-organizational Meeting minutes.

Margie Menard requested that the filling of the bookkeeper position be delayed and reevaluated in November. She reviewed some concerns: The contract bookkeeper is only here 2 days a week. Also, some of these responsibilities will fall upon her, and that once you don't fund a position, it is hard to get it back. She communicated that she doesn't want to find the library in dire straits in 2010, and wants to think more about this.

The auditors, Sedore and Company, were at the library this past week and said they could tell that Lisa Cutton did a lot of clean up work.

Though auditors are not mandated, Marvin Eisenberg emphasized that based upon having a \$500,000 budget using tax dollars, it would be foolish to not have an outside auditor.

Motion: Emilie Hauser moved to accept the minutes from the Presidents Meeting which was seconded by Susan Simek and unanimously approved.

The board made the following committee chair assignments:

- Operations Committee: Marvin Eisenberg

- Standards and Development Committee: Madeline Hoetger
- Community and Public Relations Committee: Susan Simek

Susan Simek reminded the committee that July 23rd would be the next Community and Public Relations committee meeting to be held at Monkey Joes at 10AM.

Director's Report

Margie Menard highlighted several upcoming workshops including the Essential Trustee Duties and Responsibilities workshop on September 6th at the Kingston Library and the Ten Obstacles to Board Effectiveness on October 25th.

She spoke about how delighted she was with the new reference library, Jennifer Sweeney. She suggested that trustees identify themselves to her when they are at the library. Marvin Eisenberg recommended that Margie write a press release about her.

A letter to David Clegg was sent out on behalf of the board outlining items for his client to consider for a bequest.

She highlighted Madeline Hoetger and Paul Werbalowsky's appearance on the Chamber's radio show.

She said that she has not received bids for the re-pointing of the building from John Stinemire's office yet. She will check again next week.

She prompted the board to take a look at the library's gardens as they have been pruned and cleaned up by Peter Lavangia and George Allen.

The air conditioning in the administrative wing is very comfortable and Margie said it's a bonus, because you don't have them sticking out the windows making it look more aesthetically pleasing.

Carey Construction has completed the installation of the snow guards.

The Kingston library is cooperating with S.C.O.R.E. to organize a Mid-Town Community Blood Drive which will take place at the library at August 19th from 3:30-7:30.

Margie asked the board to vote on a budget modification using \$3026 from Assemblyman Cahill's office which was earmarked for summer reading program activities.

Motion: Emilie Hauser motioned to approve a budget modification (*\$3026 from Cahill's office earmarked for summer reading activities*) which was seconded by Marvin Eisenberg and unanimously approved.

Margie asked the board to consider approving her to use on-line banking with M&T. She emphasized how it allows for special features that are helpful. She still needs to complete the application and the rider which lists the accounts including: capital money market account, operational money market account, capital checking account, and operational checking account. Specifically, she recommended that the board approve her to set up this system and then it can be discussed again thereafter.

Motion: Marvin Eisenberg motioned to extend the library director's authority to manage library accounts at M&T by phone, e-mail, in-person and on-line banking with specific terms to be overseen by the board. This was seconded by Paul Werbalowsky and unanimously approved.

Old Business

None

New Business

None

Adjournment

8:05pm

Motion: Marvin Eisenberg motioned to adjourn the meeting which was seconded by Emilie Hauser and unanimously approved.

Respectfully submitted by:

Michelle Rosenbaum