Call to Order: 7:07 PM

Roll of Members:
Jessica Barry (2008) President - Excused
Arthur Coston, Sr. (2009) – Present
Marvin Eisenberg (2010) Vice President - Present
Emilie Hauser (2010) - Present
Madeline Hoetger (2009) – Present
Sean Mackowiak (2009) – Excused
Phyllis McCabe (2008) Secretary – Present
Edwin Pell (2008) – Present
Jane Riley (2010) Treasurer – Present

Director
Bruce George

Staff Present
Margie Menard
Stephanie Morgan
Fran Shapiro
Peggy Hayes

Public
Mark Zion, Friends
George Allen
Lisa Cutten
Henry Gleich
Susan Simmet

Agenda:
On motion made by Arthur Coston, seconded by Jane Riley and unanimously approved, the acceptance of the agenda was passed.

Minutes:
Arthur Coston made a motion to accept the minutes of the November 15, 2007 meeting as adjusted. Jane Riley seconded the motion and it passed unanimously.

Madeline Hoetger made a motion to accept the minutes of the December 21, 2007 meeting. As a correction, Emilie Hauser noted that the date of the Standards and Development Committee meeting should be added. Jane Riley seconded the motion and it passed unanimously.

Distribution:
Agenda
Minutes of December 20, 2007
Correspondence
Henry Gleich, CPA; memo on internal controls and financial procedures manual
Lisa Cutten, CPA; resume and proposal for accounting services and consulting
Financial Statements
Executive Committee Meeting Report of January 10, 2008
Request for Proposals for CPA’s to perform annual audits for years 2007-2009
Operations Committee Report of January 8, 2008
Bid Tabulations for blown-in cellulose and snowguard installation
John Stinemire’s Office; reference check on Catskill Windmill Inc.
Carey Construction Quotes for exterior cornice repairs and exterior work
Computer Specifications for new computers
Director’s Report
Memo from City Planner on final generic environmental impact statement on
Hudson
  Landing
  2008 library budget for Trustees

Henry Gleich indicated he produced a manual for the library’s financial reports
upon request by the Board. It is simple and straightforward. He said he was also
requested to look into internal controls. Segregation of duties is a problem in small
organizations. He said there have been internal controls in place and he just refined
them. He suggested that the Board retain another accountant to do the bank
reconciliations or assist in another way. Marvin Eisenberg suggested that encumbered
funds be added to the financial report.

On motion made by Jane Riley, seconded by Arthur Coston and unanimously
passed, the Board agreed to pay the fee of Henry Gleich for his services in the amount of
$737.50.

Next, Marvin Eisenberg introduced Lisa Cutten, who spoke at the Executive
Committee meeting and submitted a proposal for her services. He said the main job the
committee recommended was for Ms. Cutten to go through the 2007 books to check the
entries.

Lisa Cutten distributed her proposal, which addressed four areas: reconciliation of
general ledger accounts as of 12/31/07 and propose any required adjusting journal entries;
assist the Library Director in the completion of the financial portion of the Annual Report
for Public and Association Libraries for 2007; review existing procedures for financial
transaction processing; work with the Director and Executive Committee to develop
meaningful monthly financial reporting formats. Her hourly charge is $75 and her total
contract cost is not to exceed $6,825. Ms. Cutten said she could start January 28, 2008.

Upon the recommendation of the Executive Committee, Marvin Eisenberg
motioned to hire Lisa Cutten for accounting and consulting services at the hourly charge
of $75 with her total contract cost not to exceed $6,825. This motion was seconded by
Phyllis McCabe and unanimously passed.

Public Comment:
George Allen asked if the new procedures are enforced in this current month’s
reporting of the financial statements since he did not see his $500 endowment in the
statement. Marvin Eisenberg responded yes and no. In December they were not
enforced. He will present a resolution to have the statements for January in the correct
form. Henry Gleich said the $500 is under the equity line which needs to be broken out.
It may have been misclassified. With Ms. Cutten’s assistance, the numbers should be ready by the end of February.

**Executive Committee Report:**

At the Executive Committee Budget Modifications #2007-9 and #2008-2 were discussed. The first transferred $2,748.61 among budget lines to balance operating expenses and the second transferred $4,000 from the expenditure budget line Budgetary Provision for Other: Elevator to the expenditure budget line Professional Fees: Accounting.

Upon the recommendation of the Executive Committee, Marvin Eisenberg motioned to approve Budget Modifications #2007-9 and 2008-2. Madeline Hoetger seconded and it passed unanimously.

The Library is attempting to get a member of the Kingston Midtown Business Association to come and speak about the block grant for a new fence.

On motion made by Marvin Eisenberg, seconded by Jane Riley and all in favor, it was agreed that the Kingston Library pay annual dues of $35.00 to the Kingston Midtown Business Association.

There was a meeting with Mayor James Sottile on January 9. The Library is very pleased with the plowing the city has done at the Library. Sean Mackowiak will be writing a letter to the Daily Freeman thanking the mayor for the snowplowing.

**Operations Committee Report:**

The Committee recommended that the lowest bid be accepted to insulate the attic.

On motion made by Marvin Eisenberg, seconded by Jane Riley and all in favor, the bid of Catskill Windmill, Inc. of Fleischmanns for $12,180 was accepted for attic insulation.

Regarding the Community Development Block Grant for the fence, Bruce George said $250,000 is not a realistic number. Marvin Eisenberg noted that RUPCO has endorsed the library’s appearance and beautification and felt that the library should receive the full $250,000. Guy Kempe, Director of Community Development has asked for a resolution stating that the library is supporting the grant application funding for a community block grant.

On motion made by Edwin Pell and seconded by Jane Riley, the Board of Trustees of the Kingston Library is requesting $250,000 from the Community Development Block Grant for the fence around the perimeter of the library. This motion was passed unanimously.
Upon the recommendation of the Operations Committee, Marvin Eisenberg made a motion, seconded by Arthur Coston, to purchase four new computers through a state contract for the Director, tech services, bookkeeper and reference at $817 each for a total of $3,268. This motion was unanimously passed.

Upon completion of his research, Josh Cohen said that it did not appear that the library is subject to prevailing wages.

**Executive Session:**

At 8:50 PM the meeting went into Executive Session.

At 9:15 PM the meeting came out of Executive Session. Trustee Phyllis McCabe left the meeting.

Martin Eisenberg announced that there is no obligation to report on what was discussed in Executive Session.

**Standards and Development Committee:**

Madeline Hoetger noted that the committee did not meet in January. She asked that new members and a new meeting time be established. She is concerned because there is a need to establish a local history policy. It is time to start planning for new trustees (terms end in June 2008 for Jessica Barry, Phyllis McCabe and Edwin Pell). Marvin Eisenberg noted that committee meetings do not have to be held at the library and there is no quorum requirement. Meetings must be published in the newspaper.

It was reported that Margie Menard said local history materials can be digitized and then the original materials moved to a climate controlled facility, such as the New Paltz library. Then there would be no need to construct climate control at Kingston Library.

**Endowment:**

Marvin Eisenberg and Al Ahlstrom met with the Ulster County Community Foundation. An endowment fund for the library could be handled and invested by the Foundation. The Foundation handles endowment funds and invests the money. They do not help entities carry out fundraising campaigns. Private investment firms like Smith Barney and Citicorp also provide investment services.

**Bequest:**

It was suggested that the library contact the executor and lawyer of the estate of the anonymous benefactress and verify that the bequest does or does not restrict the use of the donation for setting up an endowment. Madeline Hoetger is the liaison with the Executrix while Jessica Barry is on vacation, and she will make a call and follow-up with a letter to verify whether the bequest can be used for an endowment. It was suggested that half the money go into an endowment and the other half used to purchase materials.
The library could use the money placed in an endowment account to leverage more donations.

The Director reported that correspondence was received by Ameriprise in regard to an annuity in the name of the anonymous benefactress. Jane Riley was given the correspondence to follow-up, complete and return.

Friends of the Library:  
The next book sale will be Saturday, February 9. The next meeting will be March 11.

Director’s Report:  
City Planner Suzanne Cahill sent a memo to all involved and interested parties regarding the Final Generic Environmental Impact Statement on Hudson Landing. The FGEIS has not been produced, but a draft table of contents has. Section 3.8.8 will discuss the impact on libraries and, hence, the library is an interested party. The developers of The Landing waterfront development will build an emergency services building for fire and ambulance services and would make space in this building to accommodate a satellite branch library. Bruce George noted that this matter needs to be monitored, including keeping in contact with Maximillian Stach of Stuart Turner and Associates. Contact information is in the Director’s report. Edwin Pell volunteered to monitor this matter.

Five Year Plan: 
Emilie Hauser reported that little progress has been made. Trustees are asked to complete the on-line survey that was sent out in December. Four trustees have responded already. The five-year plan is the responsibility of the Community and Public Relations Committee

New Business:  
Re: Bob Carey Construction’s quotes to repair the soffits and cornices dated October 4, 2007. It was noted by George Allen that the downspouts (leaders) were not included in the proposal. Bruce George will work to remedy this omission. No action was taken.

Green Building Collaborative:  
Emilie Hauser announced that a green building collaborative has been formed which includes NYSERDA and the Dormitory Authority (which does major capital projects for schools and other public entities). Sustainable Hudson Valley has been asked to make recommendations for a demonstration project and has proposed a Green Building Trail which would include library, county office building, both hospitals and the Maritime Museum. This will be discussed at a meeting on January 24 at 1:00 PM,
location TBD, with architect Jodie Smith of the Authority. A representative from the library staff or trustees is asked to attend the meeting and to be available to show Ms. Smith around the building. Edwin Pell volunteered to attend and the Director said someone would be available for the building tour.

**Adjournment:**

There being no further business, on motion made by Marvin Eisenberg, seconded by Madeline Hoetger and all in favor, the meeting adjourned at 9:45 PM.

Respectfully submitted,

Phyllis McCabe
Secretary