Call to Order: 7:00PM

Date: February 19, 2009

Roll of Members:

Present:
Jane Riley, President
Edwin Pell
Paul Werbalowsky
Emilie Hauser
Marvin Eisenberg, Vice President
Madeline Hoetger, Secretary
Arthur Coston
Lisa Cutten, Treasurer

Library Staff
Margie Menard, Library Director

Excused
Marvin Eisenberg

Approval of the Agenda

Motion: Madeline motioned to approve the agenda which was seconded by Ed Pell and unanimously approved.

Executive Committee Report

Margie Menard requested that the BOT consider approving the removal of fines and fees older than 5 years.

Motion: Ed Pell motioned to approve the removal of fines and fees older than 5 years which was seconded by Art Coston and unanimously approved.

BOT reviewed the 2008 Annual Report.

Tony A. noted drop in YA programs. Margie explained that the decrease was due to having a vacancy which was filled by Jen in July, and was pleased to report that Ulster Savings Bank has provided a $1300 grant for YA programs.

Tony A. also questioned the drop in internet usage. Margie Menard believes that this may be a discrepancy between the software and the statistic report.
Motion: Paul moved to approve the 2008 Annual Report which was seconded by Tony A. and unanimously approved.

Operations Committee

Emilie Hauser reviewed the Operations Committee report (see report). Specifically she reviewed the proposed capital plan and how the projects were prioritized. Tony A. asked procedural questions about how BOT goes about seeking approval for projects that go beyond the scope of original bond. He recommended that if projects do go beyond the scope, that the bond attorney approve such projects.

Community and Public Relations

BOT reviewed the Long Range Plan. Tony recommended that a section be added to increase YA programs. Vote on plan was tabled until next month so that revisions could be made.

----------------------------------------------------------------------

Jane Riley requested that the BOT form an ad hoc committee to review library finances to include the formation of a purchasing policy, review auditing and other financial procedures.

Motion: Jane Riley motioned to appoint an ad hoc finance committee from now until the end of June 2009 to consist of Tony A., Lisa Cutten and Jane Riley. This was seconded by Paul W. and unanimously approved.

----------------------------------------------------------------------

Approval of the Minutes

Madeline Hoetger moved to approve the minutes from the January meeting which was seconded by Jane Riley and unanimously approved.

Public Comment N/A

Report from the Friends

February 21 book sale was postponed and will resume later this Spring. Annual organizational meeting is scheduled for March 10th. All are encouraged to attend. A secretary and VP position are open. The Barnes and Noble book fair is scheduled for Oct.22-25. An endowment account has been established. Kevin Brice developed a webpage for the Friends.
Financial Statement Discussion by Lisa Cutten

Lisa Cutten reviewed Voucher Reports and procedures for payments approved for pre-audits. BOT discussed pre-printed PO’s, identifying tax exempt status, internal audit authorities, and the capabilities of Quickbooks.

Treasurers Report - see handout

Lisa Cutten reported on the balance sheet, Budget vs. Actual, Voucher Reports, Donation Reports, and Budget Modifications.

**Motion:** Jane Riley motioned to approve the pre-paid vouchers totaling $6,951.53. This was seconded by __________ and unanimously approved.

**Motion:** Jane Riley motioned to approve the regular vouchers totaling $27,426.79 minus $1.08 credit, bringing the total to $27,425.71. This was seconded by Tony A. and unanimously approved.

**Motion:** Jane Riley motioned to approve the budget modifications: 2009-2 to provide for use of scholarship funds received from the Mid Hudson Library Services in prior years to assist Martha Farrell’s pursuit of librarian certification; and 2009-3 to modify budget for 2008 encumbrances fulfilled to date in 2009. This was seconded by Susan Simek and unanimously approved.

**Motion to approve donations:** ???

President’s Report

Jane Riley reminded BOT of campaign to state senators. Margie Menard spoke about the Library Lobby Day on March 10th. Jane Riley also reminded the BOT about the NYS law authority that distinguishes when to speak as BOT members verses as individuals. Margie Menard read Author Coston’s biography.

Director’s Report

Margie Menard read from the Director’s report - see handout. She highlighted personnel issues, new resources and the Mid-Hudson Fee for services. In addition, she will be looking into options to expand the library’s current bandwidth.

Old Business

N/A
New Business

The BOT discussed the bookkeeper position.

**Motion:** Tony A. motioned to appoint Lisa Cutten as the substitute bookkeeper at a fixed rate of $800 per month until June 30th 2009. This was seconded by Ed Pell and unanimously approved.

Tony A. urged the BOT to review the consolidation of the bookkeeper position at the April meeting.

Public Comment

Tony A. commented on how state tax returns are internet generated and inquired on library policies with tax info at the library. Margie Menard said that all tax forms are free at the library, but patrons are charged 20 cents a copy for printing. Tony encouraged the BOT to include this extra library service in the Lobby Day forum. Tony also suggested that printing of taxes be made a free service to patrons.

Adjournment:

Respectfully submitted by,

Michelle Rosenbaum, Recording Secretary
RESOLUTIONS OF THE BOARD OF TRUSTEES
OF
THE KINGSTON LIBRARY

February 19, 2009

2-2009-1: Resolution to approve the removal of fines and fees older than 5 years.

2-2009-2: Resolution to approve the 2008 Annual Report.

2-2009-3: Resolution to appoint an ad hoc finance committee from now until the end of June 2009 to consist of Tony A., Lisa Cutten and Jane Riley.

2-2009-4: Resolution to approve the pre-paid vouchers totaling $6,951.53.

2-2009-5: Resolution to approve the regular vouchers totaling $27,426.79 minus $1.08 credit, bringing the total to $27,425.71.

2-2009-6: Resolution to approve the budget modifications: 2009-2 to provide for use of scholarship funds received from the Mid Hudson Library Services in prior years to assist Martha Farrell’s pursuit of librarian certification; and 2009-3 to modify budget for 2008 encumbrances fulfilled to date in 2009.

2-2009-7: Resolution to appoint Lisa Cutten as the substitute bookkeeper at a fixed rate of $800 per month until June 30th 2009.

Respectfully submitted by,

Michelle Rosenbaum, Recording Secretary