MINUTES OF THE BOARD OF TRUSTEES
OF
THE KINGSTON LIBRARY

Call to Order: 7:03PM Date: April 16, 2009

Roll of Members:

Present:
Jane Riley, President
Edwin Pell
Paul Werbalowsky
Emilie Hauser
Susan Simk
Marvin Eisenberg, Vice President
Madeline Hoetger, Secretary
Lisa Cutten, Treasurer
Tony Argulewicz

Library Staff
Margie Menard, Library Director
Stephanie Morgan

Members of the Public
Gary Loeffel (Parliamentarian)
Jane Eisenberg
Mark Zion (Friends of Library)
Maria Loeffel
Chris Clark
Nancy Donskoj
Wilmen Burgert

Excused
Arthur Coston

Distribution
- Minutes & Resolutions from the March 19th meeting
- Executive Committee Report, Director’s Report, Treasurer’s Report, Operation’s Committee Report, Finance Committee Meeting, President’s Report

Approval of Agenda

Board reviewed agenda (no vote taken)

Approval of the Minutes

Tony A. would like the actual amount of the proposed 2010 budget added to the motion on page 3. ($770,729).

Motion - Ed Pell moved to accept the minutes with the change which was seconded by Paul W. and unanimously approved.

Public Comment
Wilhelm Burgert Book Presentation

Wilhelm Burgert, author and illustrator of "And They Call it New Netherlands," made a presentation on his book. He presented Margie Menard with an autographed copy. His illustrations are on display at the Donskoj Gallery.

Insurance Overview by Chris Clark from Sprague and Killeen

The library insurance is up for renewal on June 15th. Mr. Clark reviewed the types of insurance policies of the library:

Commercial Property Coverage
- Building: $3,240,000 ($1000 deductible)
- Business/Personal Property: $185,000 ($1000 deductible)

Business Interruption Services/Extra Expense Coverage - no dollar amount/12 month limit

Book Inventory: $2,695,000 - This includes book processing costs. Inventory offsite: $25,000. The inventory is based upon Bruce George’s assessment.

General Liability - $1M per occurrence (with umbrella policy there is a 2M Aggregate)

Umbrella Policy - $1M

Marvin Eisenberg asked if outside groups were covered. Mr. Clark said yes; however said that it is a good practice to ask groups if they have their own coverage.

Director and Officer's Liability and Employment Related Practices Liability - $2M on each claim.

Fiduciary Liability - $1M

Workers Compensation - based upon payroll

The BOT raised several questions which Mr. Clark will research:

1) How much will it cost for a higher umbrella under General Liability Insurance
2) Clarify the unique consultant/hired position of the Treasurer to determine whether it is covered under Director and Officer's Insurance.
3) Research costs of higher deductibles/premiums with Book and Building coverage.
It was clarified that the BOT’s Disability Insurance is covered under Guardian.

Madeline Hoetger asked when a more accurate reflection of the inventory would be made, and Margie said she is working on this with Mr. Clark.

Tony asked Mr. Clark for information on the current premiums:

2009: $15,167
2008: $16,132
2007: $24,183

**Friends - reported by Mark Zion**

Mark Zion spoke about how the annual donation was taken out of budget, and was available to answer any further questions about this.

$750 grant received from Stewarts!!

$5700 raised from special appeals letter!!

Not sure of book sale figures from March, but he will let us know.

**Treasurers Report**

Lisa Cutten reviewed the Balance Sheet, Budget Vs. Actual Reports, Voucher Reports, Donation Report (there were none), and the Budget Modifications.

Marvin Eisenberg asked whether book donations should be included in the donation report. The BOT discussed this issue, and it was decided that there wasn't enough income to make this worthwhile. For example, a $25 book donation sells for 50 cents. Margie reported that it is rare for a donation to make it to the shelf, that most are sold at book sales. Tony A. also pointed out that if the BOT factored book donations, to be alerted that there be a way to segregate book donations from cash donations so that there wouldn't be revenue shortfalls.

**Motion:** Jane Riley moved to approve the Pre-Audit Vouchers for the April 2009 meeting in the amount of $5124.75 which was seconded by Emilie Hauser and unanimously approved.

**Motion:** Madeline Hoetger moved to approve the Voucher Report (Revised 4/15/09) with the amendments including the addition of Bank of America $185.42 and Staples $30.85, and the removal of John Stinemire’s services $8306.42 for a total of $10,612.11. This was seconded by Paul W, and unanimously approved.

The BOT discussed Budget Modification Form #2009-7 to establish a budget for the capital project plan for bondable projects adopted 3/09. Tony A. recommended adding
"soft construction costs" including architect and engineering costs, and the bundling of projects to get lower bids.

Lisa Cutten pointed out that soft costs are accounted for within projects and that she does specific budgets for each project.

Madeline pointed out that the elevator project does not yet have the necessary documentation from Scott Dutton to be considered a bondable project, but this should not be a problem if obtained.

**Motion:** Madeline Hoetger moved to approve the Budget Modification Form 2009-7 to establish a budget for the capital project plan for bondable projects adopted 3/09 in its entirety pending that the elevator project receive approval as a bondable item from Scott Dutton. This was seconded by Jane and unanimously approved.

**Executive Report**

Jane Riley read from her executive report (see handout)

**Finance Committee Report**

Tony A. made a presentation on two proposed resolutions that the Finance Committee discussed relating to lowering the tax levy to 6.5% in the 2010 proposed budget, and the appropriation from the Fund Balance to establish approved capital projects. The BOT reviewed these recommendations and the following motions ensued:

**Motion:** Tony A. moved that the Kingston Library Board authorize the appropriation of $12,371 from the Fund Balance to reduce the proposed Tax Levy which was seconded by Susan Simek. "Yes" votes (5) included: Tony A., Marvin Eisenberg, Susan Simek, and Paul W. and Jane Riley "No" (2) votes included Madeline Hoetger and Emilie Hauser. Abstentions (1): Ed Pell. Motion approved.

**Motion:** Tony A. moved that the Kingston Library Board authorizes the appropriation of $185,000 from the Fund Balance with the purpose of establishing a Fund, to be named and governed by applicable Law, for the purpose of Board approved capital project expenditures. This was seconded by Madeline Hoetger and unanimously approved.

**Operations Committee**

Marvin Eisenberg reviewed the fire alarm quotes, elevator project quotes and programmable thermostat quotes.

**Motion:** Marvin Eisenberg moved to accept the proposal from Safeco in the amount of $6350 for upgrading the fire alarm system which was seconded by Madeline Hoetger and unanimously approved.
Motion: Marvin Eisenberg moved to accept the proposal from Scott Dutton for the elevator project not to exceed $4200 which was seconded by Paul W., and unanimously approved.

Motion: Marvin Eisenberg moved to accept a proposal from Kingston Mechanical for the installation of programmable thermostats in the amount of $2200 which was seconded by Paul W. and unanimously approved.

Standards and Development Committee

Madeline Hoetger reported that the Art at Library discussion was tabled. She also will be distributing the director evaluation as Margie’s annual evaluation is in April.

Madeline Hoetger also alerted the BOT that she would like the minutes to reflect a proposed change in the bylaws which will be voted on next month. See below:

Underline section proposed to be changed:

Committees of the Board

1. Committees of the Board make recommendations to the Board relating to their charge.

2. The Board shall have the following standing committees:
   - Executive Committee
   - Operations Committee
   - Standards Development Committee
   - Community and Public Relations Committee

The Board may establish other committees and task forces, stating purposes and termination dates, as Trustees may determine.

3. Each standing committee shall consist of at least two Trustees, one of whom shall be the chairperson and a number of non-trustees not to exceed the number of Trustee members, except the Executive Committee which shall consist of the three elected trustees officers and two additional trustees.

CHANGE UNDERLINE TO:
The executive committee shall consist of the elected officers of the Board plus the Treasurer of the Board if he/she has been appointed rather than elected.

Community and Public Relations
BOT discussed upcoming radio show opportunities. Tony A. will contact Tony Marmo about his radio show.

New library signs have been ordered to put on fences for better visibility.
Presidents Report
Jane Riley highlighted Ed Pell's achievements as a finalist for the Velma Moore Award, and encouraged him to apply again next year. Tony A. read his biography.

Director's Report
Margie Menard read from her Director's report (see handout). She talked about her computer which was stolen earlier this month. She was happy to report that there are 6 candidates for the board elections in June. Jennifer Sweeney will be on maternity leave, and her report reflects how her position will be covered in her absence.

Margie spoke about the need for a more powerful computer server.

Motion: Marvin Eisenberg moved to approve the library director the authorization to purchase a new server not to exceed $2500. This was seconded by Tony A. and unanimously approved.

Old Business
Madeline reminded the BOT that there had been a resolution to create a special collection in the honor of Kevin Brice. Margie updated the BOT on this.

Jane Eisenberg updated the BOT on her efforts to clean the books in the basement which included an autographed Timothy Leary poetry book. Books will be put on auction through JMW Auctions.

Margie Menard suggested that the BOT attend the training, "Essential Trustee Duties and Responsibilities" on Saturday, May 16th 10-12 at the Kingston Library.

Public Comment by BOT
Madeline Hoetger reminded the BOT to be more aware of what they are emailing to each other. Also, she requested that Margie Menard not only report on places and things she has done, but also on what else she will be doing in the future.

Tony A. made a comment about an article in a publication called, "Across the Board." He said that volunteers play an integral role in the library, but alerted the BOT that they should not be used to replace staff.

Adjournment
Marvin Eisenberg moved to adjourn the meeting which was seconded by Susan Simek and unanimously approved.
RESOLUTIONS OF THE BOARD OF TRUSTEES
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THE KINGSTON LIBRARY
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4-2009-1 Resolution to approve the Pre-Audit Vouchers for the April 2009 meeting in the amount of $5124.75.

4-2009-2 Resolution to approve the Voucher Report (Revised 4/15/09) with the amendments including the addition of Bank of America $185.42 and Staples $30.85, and the removal of John Stinemire’s services $8306.42 for a total of $10,612.11.

4-2009-3: Resolution to approve the Budget Modification Form 2009-7 to establish a budget for the capital project plan for bondable projects adopted 3/09 in its entirety pending that the elevator project receive approval as a bondable item from Scott Dutton.

4-2009-4: Resolution to authorize the appropriation of $12,371 from the Fund Balance to reduce the proposed Tax Levy.

4-2009-5: Resolution to authorize the appropriation of $185,000 from the Fund Balance with the purpose of establishing a Fund, to be named and governed by applicable Law, for the purpose of Board approved capital project expenditures.

4-2009-6: Resolution to accept the proposal from Safeco in the amount of $6350 for upgrading the fire alarm system.

4-2009-7 Resolution to accept the proposal from Scott Dutton for the elevator project not to exceed $4200.

4-2009-8 Resolution to accept a proposal from Kingston Mechanical for the installation of programmable thermostats in the amount of $2200.

4-2009-9 Resolution to approve the library director the authorization to purchase a new server not to exceed $2500.