



**BOARD OF TRUSTEES
MINUTES OF BOARD MEETING HELD ON NOVEMBER 16, 2016**

PRESENT:

Warren Vegh, President
Diane Parr, Vice President
Barbara Mosca, Secretary
Carol Arnone, Trustee
Kathleen Dwyer, Trustee

Michael Simon, Library Director
Jill Lessard, Administrative Assistant
Ralph Madalena, Attorney

- Trustee Vegh called the meeting to order at 7:03 p.m.
- **Item I : The Minutes from October 26, 2016** were moved for approval by Trustee Arnone, seconded by Trustee Parr, and unanimously approved with the exception of Trustee Mosca, who was absent with notice from the October meeting.
 - *Of Note: With regard to the previously undetermined length of Trustee Dwyer's term, the Director advised that the By-laws had been reviewed and as such stated that the term would expire at the next election due to it being an appointed rather than elected term. He then asked for the Attorney's guidance as to rewording the October minutes to reflect such. The Attorney advised that the previous minutes should stand, and that the current minutes would reflect any changes and/or corrections. It was then noted that there would be two (2) Trustee seats up for election in 2017, one (1) for a one-year term and one (1) for a five-year term. The Director elaborated that in said 2017 election, whichever of the two candidates received the most votes would serve the five-year term. The Attorney advised that we should clarify the term length with the school district clerk, to see if the ballots should be noted to advise the voters of the two (2) terms* ●

Prior to moving onto the Approval of Bills and Schedules, Trustee Vegh moved to New Business and the Meeting Room Request of Daisy Troop #2203. After some discussion between the Board and Troop leader to ensure she understood the Library's Open Meeting Policy, etc., the Board unanimously voted to approve the Meeting Room Request. Motioned by Trustee Arnone, seconded by Trustee Parr.

The Board then voted to re-enter Executive Session at 7:26 p.m.

The Board re-entered Public Session at 7:59 p.m.

- **Item II : The Approval of Bills and Schedules 1042 and 1043** were moved for approval by Trustee Dwyer, seconded by Trustee Arnone, and unanimously approved.
 - *Of Note: In response to Trustee Parr's inquiry – the geraniums billed in November 2016 by SunValley, were planted during the summer season* ●



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➤ **Item III : Director's Report** In response to concerns previously expressed by the Board regarding the length of meetings, the Director advised that he had prepared his latest report in a new, more streamlined format. The new report is designed to highlight important events and goings on in the day to day operations of the Library. He welcomed feedback on the new format, and encouraged questions from the Board if they wanted more information or specifics.

- ❖ Trustee Vegh requested an update on the Cleaning Bid RFP, and was informed that the pre-bid process of going over specifications was almost complete and that the RFP would be ready to go out very soon.
- ❖ The Director elaborated on his follow up meeting with the Community Impact Round Table at the request of Trustee Vegh; he advised that the goal of the Library in this endeavor is to be inclusive, to see how we can assist the other participating groups and help them take advantage of our resources. He noted that this would be an ongoing project, and that as a group they were exploring possible grant opportunities.
- ❖ Regarding the new 3D-Printer club, Trustee Vegh inquired why it was currently limited to children. The Director advised that as the program was being run by a teen volunteer, and that the printer is currently located in the YS Department, that the Library thought it best practice to keep this initial club youth oriented. He also advised that YS is working on a 3D printer policy, and that the Library plan is to allow people of all ages to utilize the 3D printer at some point going forward.
- ❖ That concluded the Director's report.
 - *Of Note: When discussing the 3D printer, and the fact that it is currently housed in the YS section, the Director brought up that one of the items the Strategic Planning Process had identified was a need for additional space in the Library for things such as Makerspace, meetings, etc. He indicated that a logical next step would be to obtain a facilities evaluation, performed by an architect or an engineer, to identify how to make the best use of our space and identify any other areas that may need to be looked at such as the roof and the structure. This in turn led to the Attorney pointing out that the School District owns the building and is fiscally responsible for structural repairs to the Library. He suggested that the Director open a dialogue with District, with regard to replacing the Library roof and also with trying to move forward with the inter-municipal agreement, that to date is unresolved, as the District has not responded to repeated requests for a meeting following the initial meeting on that matter around February of this year. Trustee Dwyer then suggested that perhaps it should be made public that the District is ignoring the Library's request; the Attorney offered that perhaps the Board Members should attend a School Board meeting and broach the topic there. Trustee Dwyer also stated that she noticed a smell of mold in the main stairwell. The Board requested that the Library investigate when remediation was last done in the Main Branch ●*



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- **Item IV : Staff Reports** Staff Reports were included for review in the Director's Report.
- **Item V : Correspondence** There were no correspondence items.
- **Item VI : Old Business**
 1. Carpet for YS Office - the Director presented the Board with (3) bids - \$2,184 from Montauk Carpeting, \$2,700 from Carpet Craft, and \$2,757 from R&D. The Board voted to accept the bid from Montauk Carpeting, moved by Trustee Arnone, seconded by Trustee Dwyer, and unanimously approved.
 2. The Smoke Free policy was reviewed with the Attorney prior to the meeting and met with his approval. Trustee Mosca moved to accept, Trustee Arnone seconded, and the policy was unanimously approved.
 3. Trustee Dwyer's term of office was confirmed to run until June 30, 2017 as per the By-Laws. Motioned by Trustee Parr, seconded by Trustee Mosca, and unanimously approved with the exception of Trustee Dwyer who voted against, stating that she thought the term limit restriction was counterproductive.
 - *Of Note: Trustee Mosca asked for and received an update on the Grants courses some of the Library employees were scheduled to take. She also asked about where the Library was in the Strategic Planning process, and requested to work with the Director on the next step of formulating the list of workable goals and a timeline. With regard to Trustee Dwyer's term of office, the Attorney advised that the Board could vote to change the applicable By-Law at the next meeting* ●
- **Item VII : New Business** The following items were discussed and (if necessary) voted upon—
 1. The New Organization Flow chart was tabled at the request of Trustee Dwyer.
 2. The Meeting Room Request by Daisy Troop #2203 was previously addressed, with the Board voting unanimously to approve. Motioned by Trustee Arnone, seconded by Trustee Parr.
 3. No Trustees were available to attend the NLS Annual Meeting.
- **Item VIII : Good and Welfare** – there were no Good and Welfare items.
- **Item IX : CSEA** – there were no CSEA items.



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- **Item X : Personnel** – The appointment of P/T Circulation Clerk Marion Beloyianis was motioned for approval by Trustee Mosca, seconded by Trustee Parr, and unanimously approved.
- **Item XI : Date and Time of Next Meeting** ***Was amended to Wednesday, December 14th, 2016 @ 7:00 p.m. – Public Session; Executive Session @ 6:30 p.m.* Motion to accept by Trustee Parr, seconded by Trustee Arnone, and unanimously approved.
- **Item XII : Adjournment** – Motion to adjourn at 8:31 p.m. by Trustee Arnone, seconded by Trustee Parr, and unanimously approved.