

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, Suzanna Frosch, Natalie Barak, John Guzewich , Beverly Warwick, Christopher Keywork, Maria Gagliardi, Debbie Firestone recording

EXCUSED: Margaret Cook, Sarah Buterbaugh

GUEST: Martha Anderson, RCLS Board Trustee

Martha started off the meeting by introducing herself and talking about the importance of advocacy and planning ahead. She indicated that having the goal of being involved in one advocacy event for the year was a good goal. She asked the trustees present if they had completed the RCLS Plan of Service survey and also what they thought about the possibility of the South Orangetown Library consolidation. RCLS was interested in looking at the operational aspects of such a consolidation. Discussion around this topic went on until 7:50pm.

**Suzanna moved to approve the minutes from the February 15<sup>th</sup> meeting, John seconded. All in favor.**

Librarian Report: Presented by Maria, see last page.

**Beverly moved to adopt the Environmental Policy as presented. John seconded. All in favor. Marjorie signed the policy.**

**Marjorie moved to have all renewable items automatically renewed by Sirsi in accordance with their associated lending rules. Beverly seconded. All in favor.**

**Marjorie moved to join the 6 month Fine Free Lending Trial which begins in September 2018. Suzanna seconded. All in favor.**

**Natalie moved to offer people outside of the RCLS service territory a reduced rate option for a Palisades Local Access Only card for \$250.00. Beverly seconded. Marjorie opposed, majority in favor.**

**At 8:27pm Suzanna moved to go into Executive Session to discuss a personnel policy. Beverly seconded. All in favor. Martha Anderson departed the meeting, Debbie left the room.**

**At 8:36pm Beverly moved to end the Executive Session. John seconded. All in favor.**

At 8:36 Debbie returned to the meeting. During the Executive Session:

**Natalie moved to adopt the personnel policy change to allow part time employees who work in excess of 20 hours per week to participate in the Health Insurance plan offered by the library. Marjorie seconded. All in favor.**

Financial Report: Christopher reviewed our operating budget and Account Transaction Summaries as of 3/31/18.

**Suzanna moved to approve the Financial reports. Beverly seconded. All in favor.**

Old Business

Building Committee: John reviewed building status.

- Dealing with power supply, still no answer from Matt, our O&R rep.
- Remaining issue of permit and whether it is needed, Marjorie will contact Historic Board regarding this item.
- Shrubbery around parking lot is in bad shape. Maria will get a quotation for Skip Laurel for the Oak Tree side of the parking lot and submit to Building Committee for review/approval.
- Annual elevator inspection has been completed; need to replace telephone inside with safer, single push-button equipment. Elevator smell seems to have dissipated.

Symposia Committee:

- Nothing currently in the works. Marjorie would like ideas from board for fall.

Long Range Planning Committee:

- Maria will put together survey and focus group results and email out to committee for later review.

8:55pm Jennifer Citrolo joined the meeting and Beverly Warwick left.

South Orangetown Library Consolidation:

Maria presented further information on the subject as a result of 4/4/18 meeting with Chris Day. Another meeting with Chris Day and representatives from all Orangetown Libraries is scheduled for Friday, April 20<sup>th</sup>.

There may need to be a special meeting called prior to the next regular board meeting to further discuss this topic after meeting with Chris Day.

**John moved to adjourn the meeting at 9:20 pm, Jennifer seconded.**

Next meeting is scheduled for Thursday June 14<sup>th</sup> at 7:30pm.

## LIBRARIAN'S REPORT

April 12, 2018

- Programs
  - Had to cancel the Math program due to not enough registrants
  - Claudia went to the Community Center Farmer's market a few times to do story time
  - Adult programs were popular: Declutter, make your own organic cleaning supplies
  - Joint plant sale with the Community Center on Saturday, May 12, 10:00 – 2:00. A sale to benefit the Palisades Free Library and the Palisades Community Center, featuring plants from the gardens of community members and local nurseries.
  - Got plants? We'll take them! All plants welcome (gardening books and cookbooks, too!). The Palisades Community Center will be accepting *all* donations, Monday, May 7 – Friday, May 11, 10:00 am – 6:00 pm.

Anya has not yet heard from Carol or Cellen with more details on which vendors will be providing the plants for sale or the scope of the event (i.e. if there will also be food, music, etc.), but hope to have more information in the next couple of days.

- Friends Group
  - Palisades volunteers: Helena Power, Holly Seeger, Mary Ann Brueckner at the event; Leigh Raper, Jennifer Sefani, and Kathryn Shattuck helped plan
  - Sara Nugent, Raleigh Tozer, Amelia Kalin from Tappan volunteered
  - SLAM had 41 attendees/volunteers
  - Spent \$29.50 from the Sean McCarthy Fund
- Historic Committee
  - Is meeting again: Alice Gerard, Gerry Miras, Blythe Anderson-Chase, Adrianna Bartels. They will be meeting with retired Rockland County Archivist to learn about maintaining an historic collection
- Sustainability
  - Motion to adopt environmental policy
- ANSER Update
  - All RCLS libraries are Switching how lending rules are applied to materials borrowed between libraries
  - Discussion - Automatically renew materials
  - Discussion - Fine Free Lending
  - Discussion - Reduced membership fee for NJ residents with restrictions to use this library only
- Personnel Policy on Health Insurance
  - Request from staff to include part-time employees who work 20+ hours a week