

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, Suzanna Frosch, Jennifer Citrolo, Christopher Keywork, Beverly Warwick, Maria Gagliardi, Debbie Firestone recording

EXCUSED: Matt Miller, Natalie Barak, John Guzewich

Marjorie called the meeting to order at 7:35 pm.

Margaret Cook joined the meeting at 7:39pm

Christopher moved to approve the minutes from the October 11th meeting, Suzanna seconded. All in favor.

Librarian Report: Presented by Maria.

- Beyond the Comma with Bob Chase was at the library and was well attended.
- Lynn Sykes will be the next in the Sunday Sumposia series on 1/21/18 at the Palisades Community Center.
- Little Known Films will not continue without Tom Mazziotti. Maybe another Palisades resident would like to take over?
- Children's programs are going well.
- Teen programs still difficult to get kids to sign up. Jen suggested posting programs as "Events" on Facebook and also using Instagram to help get the word out.
- New Friends Group met on 10/18 for the first time. Decided on a "Love our Library" event for Valentine's Day. Their fundraising goal is \$5,000 with proceeds to benefit the garden.
- Maria reviewed Personnel Handbook Updates (copy attached) along with the new Paid Family Leave Policy (also attached).

Beverly moved to adopt the new Paid Family Leave Policy. Jen seconded. All in favor.

Margaret moved to adopt the Personnel Handbook updates. Jen seconded. All in favor.

Financial Report: Christopher reviewed our operating budget as presented through 11/30/17.

- Indicated we are exceeding our budget mostly due to money refunded by the State for unemployment insurance and also because the electrical work budgeted for 2017 will not be done in 2017.

Christopher moved to approve the 11/30/17 Operating Budget. Beverly seconded. All in favor.

- Chris brought up the Unemployment insurance as it relates to finances. Maria reviewed answers to questions from the last meeting and it was decided purchase of an unemployment insurance policy was not worthwhile for the library.

Christopher moved to designate \$18,563.22 as Restricted Funds, set aside for use in case of an "Unemployment" event. Suzanna seconded. All in favor.

Old Business

Building Committee: Maria reviewed building status.

- John cleaned the gutters.
- John to remove remaining trees on the property line along the old Richardson house.
- Electrician still working on paperwork for project.

Symposia Committee: Marjorie presented

- Daniel Goleman was a success at the Tappan Manse Barn, attended by about 65 people. New location went over very well with attendees.
- Lynn Sykes is scheduled to discuss his new book on 1/21/18 at the Community Center.
- Figuring out a potential candidate for a Spring Symposia.

Annual Meeting Recap: Board would like to change the By-Laws to reflect an in-library vote for the Trustee election and abolish the Annual Meeting as it is not well attended. Jennifer will work with Maria to draft By-Law language changes to present at the next Board Meeting.

New Business:

Beverly moved to elect the slate of Board officers as follows: Marjorie Galen - President, Beverly Warwick – Vice President, Christopher Keywork – Treasurer, Jennifer Citrolo – Secretary. Suzanna seconded. All in favor.

Long Range Planning: First meeting scheduled for 1/10/17 at 7:30 pm. Whoever is interested and attends will become committee members.

Beverly moved to join NYLA'S Sustainable Library Certification Program for \$378. Jen seconded. All in favor.

Margaret moved to approve the Orangetown Town Contract. Beverly seconded. All in favor.

Christopher moved to approve the 2018 Budget as presented. Suzanna seconded. All in favor.

Marjorie asked if there were any plans for the Sean McCarthy Poetry Fund. Maria indicated this was a good topic for the Long Range Planning Meeting.

Next meeting date is Thursday, February 15, 2018.

Meeting adjourned at 8:50 pm by Marjorie.