

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, Suzanna Frosch, Jennifer Citrolo, Natalie Barak, Margaret Cook, John Guzewich, Beverly Warwick, Maria Gagliardi, Debbie Firestone recording

EXCUSED: Christopher Keywork, Sarah Buterbaugh

GUEST: Raquel Reale, Intern

Marjorie called the meeting to order at 7:40 pm.

Jen Citrolo joined the meeting at 7:50pm

**Beverly moved to approve the minutes from the December 13<sup>th</sup> meeting, Suzanna seconded. All in favor.**

Librarian Report: Presented by Maria.

- Introduced Raquel Reale who is an intern assisting with the Long Range Plan.
- Three Little Bears Puppet show was well attended and Carolyn's Valentine program continues to be popular.
- First ever family book discussion was led by Claudia, will be continued monthly.
- CPR program had great registration, however 6/7 people cancelled out the night before.
- Teen craft program is ongoing. Beverly commented she thought we need to better advertise these programs to get the word out.

**Suzanna moved to adopt removal of the \$25 Exhibition Fee from the existing Exhibition Policy. Marjorie seconded. All in favor.**

- Due to holidays, bad weather & illness, the Friends Group did not get their February plans off the ground but has scheduled a Poetry Slam at the Tappan Manse Barn for Sunday, April 8<sup>th</sup>. An MC is lined up and there will be a \$100 prize.

**Beverly moved to have the Friends Group authorized to spend up to \$250 per event/project without Board authorization. Natalie seconded. All in favor.**

- Maria reviewed main points of New York Library Association Environmental Sustainability Program the library has signed up for.

Financial Report: Maria reviewed our operating budget for year end 12/31/17 and through 1/31/18. Account Transaction Summaries were reviewed through the same periods. 2017 ended up with the library in a better fiscal place mostly due to an electrical project not happening and Unemployment Tax refunds from the State and Federal government.

**Margaret moved to approve the 2017 Budget report. John seconded. All in favor.**

Old Business

Building Committee: John reviewed building status.

- Permit for electrical work was submitted in early February.
- 2 plumbing visits this year due to leaky toilet and sink, all working properly.
- Upholstered chairs near magazines to be cleaned.

- Security cameras went down and then came back up. DTM had no explanation why or how this happened, but all seems to be in working order.
- Annual elevator inspection is pending

Symposia Committee: Marjorie presented

- Past two events were interesting and well attended
- Must figure out a potential talent for Spring, needs ideas!

Long Range Planning Committee:

- Working on focus group and online survey questions
- Will be sending select invitations for focus groups: staff, adults, parents of young children and teens
- Online survey will go out to our general email list via Survey Monkey
- Postcards will go out to our entire population inviting them to take the online survey.
- 2/27 @ 7pm is the next Long Range Planning Meeting

New Business:

**Jennifer moved to hold Board Meetings on the 2<sup>nd</sup> Thursday of every other month. Beverly seconded. All in favor.**

Next two meetings are scheduled for Thursday April 12<sup>th</sup> and Thursday June 14<sup>th</sup> at 7:30pm.

Maria presented a proposal for the possible consolidation of the South Orangetown Libraries. General information including pros and cons of the proposal was distributed. General consensus Board comments were:

- Suggested a meet with new Town Supervisor for a sense of his feeling toward libraries.
- Would like to see the legislation of other libraries that have already consolidated.
- Would like to see a general Q&A on the topic.
- All agreed a consolidated library entity needs a board made up of equal town representation.

Natalie left the meeting at 9:00pm

Special Board Meeting will be held on Tuesday, March 13<sup>th</sup> at 7:30pm to further discuss South Orangetown Library Consolidation proposal.

Committee Formation:

- Long Range Planning: everyone is on this one and will attend meetings as available
- Building: John Guzewich, Suzanna Frosch, Margaret Cook
- Symposia: Marjorie Galen, Suzanna Frosch
- Finance: Christopher Keywork, Jennifer Citrolo
- Fundraising: Beverly Warwick
- Maria will email out committee lists details along with a request for sign up.

Maria reviewed By-Law Changes and updates.

**Suzanna moved to accept and adopt all By-Law changes as presented. Margaret seconded. All in favor.**

Maria reviewed annual State Report and had a copy available for review.

**Beverly moved to state the Library operated under its plan of service in accordance with the provision of the Education Law and the Regulations of the Commission, and assures that the 2017 Annual Report was reviewed and accepted by the Board. John seconded. All in favor.**

**Meeting adjourned at 9:20 pm by Marjorie.**