

Meeting of the Board of Directors
Of the Mechanicville District Public Library
Held at the Library, 190 N. Main Street
Mechanicville, NY 12118
November 21, 2015 @ 9:00am
Reading Room

Present

Sam Carabis
Tom Golden
Marilyn Erano
Laura Fisher
Michelle Duell

Absent

Jim Levesque
Andrea DiDomenico

Guest

Dave Hicks
Justine Nigro (Intern)
Kendra Minnerly

- I. President Carabis called the meeting to order at 9:00am
- II. Marilyn made a motion to approve the minutes from the October 17, 2015 meeting, seconded by Tom.
- III. Correspondence: Unique continues with a 50% on returns. MetLife thanked Michelle for setting up the program "Making the Most of Social Security" here at the Library.
- IV. Financial: Tom read into the minutes Warrant 8 in the amount of \$22,268.95 for 15 claims, Marilyn seconded. Tom read into the minutes Warrant 9 in the amount of \$13,499.07 for 14 claims, Marilyn seconded. The Audit was received and handed out to Board Members. Received tax levy in the amount of \$338,657 from the Mechanicville City School District. Received pilot money in the amount of \$535.06 from the Midrise. Received check in the amount of \$10.00 from CPH for collection agency. Received check in the amount of \$16.91 from Book Prospector.
- V. Building and Grounds: PJ Baker to installed 3 ceiling fans to address the heat loss problem. Discussed the Boiler as it is need of a pump. Received quote from ESCO for \$800.00. Michelle ordered same model from Amazon for \$400.00. Esco will install the pump.
- VI. Personnel: Michelle Duell has resigned her position as Library Manager as of 1/1/16. Tom made a motion to appoint Michelle Duell as the Treasurer of the Mechanicville District Public Library with a salary of \$12,000 per year, Marilyn seconded. Part time Librarian – received several resumes and discussed with board candidates. Interviews will take place 12/4/15.
- VII. Policies: By-Laws revision: *Article I – "If a Trustee shall fail to attend five consecutive meetings" will be changed to three consecutive meetings.*

*According to the Handbook for Library Trustees of NYS 2015 Edition:
"School district and most special legislative district libraries must appoint (hire) an independent Treasurer who is not a member of the Board. Under the provisions of Education Law § 259 (1)(a) this independent officer reports to the board and is responsible for the receipt and disbursement of tax monies after Board approval."*

"it is considered a best practice to appoint (hire) an independent Treasurer and appoint a trustee as the board's "Finance Officer" who would oversee the regular audit of claims, chair the board budget committee and otherwise serve in such a capacity."

Article II(1) – Finance Officer will be replace Treasure.

Article II(3)(d) – Finance Officer will replace Treasurer. Treasurer will replace Library Manager.

Article V – Library Treasurer will replace Library Manager

Article V(d-h) will be added:

- d. The Board shall appoint (hire) an independent Treasurer who is not a member of the Board.*
- e. Under the provisions of Education Law § 259 (1)(a) this independent officer reports to the board and shall keep accurate records for the receipt and disbursement of tax monies and shall make a report thereof to the Board monthly and at other times as the Board shall require.*
- f. The Treasurer shall pay out funds by check signed by the President of the Board and/or the Director. The Treasurer shall submit the finance section of the annual report to the New York State Education Department as required.*
- g. The Treasurer will meet with Director periodically.*
- h. The Treasurer will attend Board Meetings on a quarterly basis and at other times as the Board shall require.*

Tom made a motion to adopt the amended by-laws, Marilyn, seconded.

Employee Handbook revisions: Library Manager/Director will be replace with Director. Marilyn made a motion to adopt the amended Employee Handbook, Tom seconded.

- VIII. Programs: Friends of the Library hosted the Puppet People. They performed the Wizard of Oz. Library had a fantastic turn out. Approximately 100 adults and children attended.
- IX. Old Business:
- X. New Business: With regrets Tom read into the minutes James Levesque's resignation due to health issues, Marilyn seconded. 2015 Trustee Handbook was given to each Board Member. 50th Anniversary Committee. Discussed invitees and date to celebrate June 18, 2015 @ 11am. Next meeting date will be December 19, 2015.
- XI. Tom made a motion to go into Executive Session at 9:55am to discuss the pt librarian and candidates to fill vacant seat, seconded by Marilyn.
- XII. Marilyn made a motion to return to the Meeting of the Board at 10:50am, seconded by Tom.
- XIII. Adjournment: Marilyn made a motion to adjourn at 10:55am, Tom seconded.