



Board of Trustees Regular Meeting Jan. 12, 2015, 7 p.m.

Present: Board of Trustees Christine Capuano, Christine Carpenter, Sally Dague, Ruth Dickinson, Ron Ginsburg, Bob Haggerty, Michelle Stevens, Yvette Terplak and Library Director Joseph Burke. Guests Amy Martin, Linda Cure, Betty Ketcham and Pat Spohr.

Absent: Christine Lennard, Tracy Russell.

Meeting was called to order by Board President Yvette Terplek @ 7:06 p.m.

Review and acceptance of December Board Meeting Minutes: The minutes of Dec. 8, 2014 regular meeting of the Altamont Free Library Board of Trustees were reviewed and accepted as corrected on a motion by Christine Carpenter and a second made by Bob Haggerty.

Director's Report: The director's report for December 2014 was presented by Joseph Burke. Highlights from this report included:

- An update on staffing. In December, Clerks Ryan Black and Jake Widrick have resigned their part-time positions. As Interim Director, MaryBeth Mulligan hired JoAnne and MaryJean Mulligan to fill these vacated positions. Albert Rusch will continue to cover the library's hours of operation on Sundays, but will no longer be available to work on Saturdays. Joe will be working with staff to create a schedule that ensures that all hours of operation are covered. Joe's goal is to ensure that all existing staff are well-trained with the UHLS's new Interlibrary System (ILS), and will wait to evaluate whether additional staffing will be needed until a time after the switch over on Feb. 25.

Treasurer's Report: Copies of the treasurer's report for December 2015 were circulated (attached to Secretary's copy.) Betty Ketchum will be working with new Board Treasurer Michelle Steven and Vice-President Sally Dague to ensure a smooth transition of financial responsibilities. Highlights from this report, presented by Betty Ketchum, include:

- A number of donations to the library in memory of individuals, totaling \$4,085, were received during December 2014;

- \$760 was received through the December Library Lights fundraiser;
- A deposit was made in the amount of \$2,000, as indicated in the Building/Construction section of the December 2014 Treasurer's report, for the custom order of interior storm windows for the library. The balance of approximately \$5,000 will be due upon delivery of the windows in February.

A motion was made by Sally Dague to accept the treasurer's report for December 2014 and a second motion was made by Ruth Dickenson. The motion was unanimously approved by the board.

Committee Reports:

- The Personnel, Program, Building, Finance and Policy committees did not meet during December 2014.
- **Long Range Planning Committee:** Committee chair Christine Carpenter (in consultation with Board President Yvette Terplak) recommended that long-range planning session for goal-setting with the full board, library director, and Tim Burke of UHLS, scheduled for Jan. 19, be postponed until early March. This recommendation was made to allow the board to focus its full efforts on preparations for the upcoming "I Love My Library" gala and to allow Joe Burke time to settle into his new role as library director, and take some time for information gathering, before participating with planning for the library's future. Michelle Stevens will investigate the possibility of securing Fellowship Hall at the Altamont Reformed Church, 129 Lincoln Avenue, Altamont, as a venue for the Long-Range Planning meeting on March 5.

Old Business:

- **Gala Update:** An update on preparations for the upcoming "I Love My Library Gala" (*to be held on Saturday, Feb. 7 in the Community Room of the Altamont Village Hall*) was given by guests Linda Cure, Amy Martin and Pat Spohr. The gala committee met the first week of January 2015 and, to, date:
 - Invitations to the general public have been sent; 34 individuals have signed on as members of honoree committee;
 - As discussed at a previous board meeting, this year's gala will begin at 5 p.m., which is a half-hour earlier than in previous years, so that attendees have more time to mingle and review the silent auction items before the evening's program begins at 6 p.m.;
 - Linda Cure will be creating the program for this year's event;
 - Amy Martin is finalizing this year's menu, which will once again include options for those with dietary restrictions;
 - This year's decorations will mirror the theme of a "black and white" gala. Amy Martin will spearhead pre-event preparations and the setting and decorating of the Village Hall on the day of the event, but will be out of town the evening of the event. She will be asking for help from the board and others to secure the

coat racks (Tony Kossmann will help with this) and help with pre-event preparations on the morning and late-afternoon of the event;

- As in past years, all board members have been asked to donate a basket of items or individual items that can be included in baskets for the silent auction. The gala committee will be preparing baskets for the auction at Yvette Terplek's home on Tuesday, Feb. 3 at 6 p.m. Those who are available are welcome to help the committee with these preparations;
- Donations for the auction continue to be received. Joseph Burke will include a "teaser" about the gala and preview of some of the items to be auctioned in upcoming Altamont Enterprise library columns and will post the same to the library's website.
- **Donation from Altamont HS Alumni Association:** Sally Dague reported that she and Library Director Joe Burke will be drafting a letter to the Altamont High School Alumni Association, updating them on the items the library intends to purchase with the association's contribution to the library. To date, these include: track lighting and a hanging system for artwork and other items to be displayed in the committee room of the library (approx. \$1,000) ; a puppet theater, puppets and a flannel board for the library's children's section and story hours (approx. \$500); licensing for movies to be shown as programming at the library (approx. \$200).

New Business:

- **Committee sign-up:** A sign-up for participation with the various Board committees was circulated. This will be re-circulated at the February 2015 meeting.
- **New trustees:** The terms of five board members ended on Dec. 31, 2014. The board discussed the pros and cons of filled all of the vacated seats. A number of prospective candidates were mentioned. It was also suggested that the board look to all of the library's areas of coverage (e.g. youth/teen patrons, the Village of Knox in addition to the Village of Altamont) for board representation. Various board members will be reaching out these individuals to gauge their interest. A follow-up report will on this item will be given at the February 2015 board meeting.
- **Library Advocacy Day – Wednesday, Feb. 25, 2015:** NYLA's Library Advocacy Day will be held and the Empire State Plaza, State Capitol and Legislative Office Building on Wednesday, Feb. 25. As this is the day UHLS will switch to its new Interlibrary System (ILS), Joe Burke will not be attending this advocacy day. He has asked for volunteers from the board to attend and represent the Altamont Free Library during meetings with local state legislators. A reminder about this event will be sent to the entire board by Joe Burke. Those interested in attending the advocacy day should contact Joe for more information about the day's events.
- **Staff Raises:** It was proposed that the salary of staff member Albert Rusch be raised to the new 2015 hourly minimum wage of \$8.75 and Ann Cartmell and Claudia LeClair will receive a 3 percent raise on their current salaries, beginning Jan. 1, 2015.

A motion was made by Sally Dague to approve a pay increase to the NYS minimum wage

of \$8.75/hour for Library Clerk Albert Rusch and that Ann Cartmell and housekeeper Claudia LeClair each receive a 3 percent raise on their current salaries, beginning Jan. 1, 2015. A second motion was made by Ruth Dickenson. The motion was unanimously approved by the board.

Executive Session: At 8:14 p.m. a motion to move into Executive Session for the purpose of discussion on personnel matters was made by Michelle Stevens. A second motion was made by Sally Dague. The motion was unanimously approved by the board.

At 9 p.m., a motion was made by Bob Haggerty to move out of Executive Session. A second motion was made by Michelle Stevens. The motion was unanimously approved by the board.

Other Business and Comments:

- **New Staff:** A motion was made by Sally Dague to authorize Library Director Joseph Burke to offer Library Clerk MaryBeth Mulligan the newly created position of Assistant Director of the Altamont Free Library at a salary of \$16.50/hour for a 24-hour week. A second motion was made by Michelle Stevens. The motion was unanimously approved by the board.

Adjournment: The meeting was adjourned at 9:07 p.m. after a motion by Ron Ginsburg and a second by Sally Dague.

The next meeting of the Altamont Library Board of Trustees will be held on Monday, Feb. 9, 2015

Respectfully submitted,
Christine Carpenter, Substitute Secretary
Altamont Free Library Board of Trustees