

Chester Public Library
Board of Trustees Meeting
July 17, 2018
Call to order 7:31pm

I. Call to Order
Present - Kerry Cambria, Caren Riegelhaupt, Aurora Robson-Coles, Sue Elter, Cindy O'Connor, and guests: Tony Dicom, and Cindy Smith.

II. Visitor Comments
Visitor Tony Dicom, is a retiree and is our new candidate for bookkeeper. He has has payroll experience and tax prep (volunteer work for the AARP). Most of Tony's experience is in the private sector. He understands that we are going for a 414 which could mean handling payroll. He will be working directly with Sue Elter to become acquainted with the bookkeeping needs of the library. He is the father in law of Tom McKnight and lives in Walkill (near Middletown). Sue and Tony discussed various aspects of the disbursements process and process for bookkeeping for the library.

Visitor Cindy Smith is here wondering if there is any news about the downstairs. Maureen hasn't gotten any new information. The last town meeting attended by K. Cambria had no discussion about the library. The letter hasn't been sent by Tom McKnight in response to the proposed lease.

NOTE: Town board meetings are the second and fourth weds of each month at 7pm.

C. Riegelhaupt and Maureen Jagos are planning to attend in August to try to find out what is going on with the downstairs and building lease. A. Robson Coles is scheduled to attend in September.

III. Approval of Minutes

Cindy O'Connor noticed that her name was missing from the "Call to Order" in our last meeting minutes. The revision has been made.

-Cindy O'Connor subsequently made the motion to approve minutes from last meeting, C. Reigelhaupt seconded. Motion passed 4-0.

IV. Correspondence

None.

V. Disbursements

Tabled until T. McKnight returns from out of the country.

VI. Treasurer's Report

K. Cambria noticed a discrepancy in the Treasurer's report from March as well as a possible discrepancy from December to January. Sue Elter will look over the reports and balance sheets and make sure everything gets adjusted as necessary.

Susan Elter met with Dana MarcoVecchio, the assistant branch manager at Orange Bank and Trust at 91 Brookside Avenue. She explained to the Board that Dana is the person to be our liaison at the bank henceforth as she is most privy to all library financials.

Susan Elter is resigning from her position as of August 7th, 2018 on which date Tony Dicomio will be assuming her role as bookkeeper for the Library.

K. Cambria will be removed as a signer for the Library and Aurora Robson-Coles will be added.

Aurora Robson Coles will write a letter stating that the new bookkeeper has authorization to our online banking as well as authorization to transfer funds between accounts as necessary. The letter will also state that we will be removing Susan Elter as a signer and adding Tony Dicomio as a signer on August 7th. A. Robson Coles will need to prepare this letter on library letterhead before she leaves for the month of August, 2018.

-C. Cambria made a motion to approve the Treasurer's Report, C. O'Connor seconded, motion passed 4-0.

VII. Executive session 8:40 -9:00

We plan to hire Tony as our new book keeper replacing Sue Elter. Maureen Jagos will confirm the schedule requirements of the position works with his board commitments in Vermont.

-C. Riegelhaupt made a motion to approve hiring Tony Dicomio for \$20 per hour. Cindy O'Connor seconded, motion passed 4-0.

VII. Director's Report

1. NYLA requests. Joni, Charles and I are requesting to attend the NYLA conference this year. It takes place in Rochester from November 8-10th. I am requesting 2 nights stay for Charles and 3 nights paid stay for Joni, and myself. The main conference hotel is approximately \$172.14 per night with tax and the NYLA discount. The Conference cost is \$213 per person. The grand total is about \$2,016.12. This is a line item that we have gone over with over the past 3 years and we should consider increasing as the costs of conferences increases.

After lengthy discussion, the Board proposes for the Library to spend no more than \$1900.00 for Maureen Jagos and Joni Armstrong only to attend the conference This should cover hotel, per diem \$50 each, and the conference fees.

-K. Cambria made the motion to approve this expense of \$1900.00, C. Riegelhaupt seconded, motion passed 4-0.

2. I have received my Notary Public commission. This will allow us to help more people within the community.

3. I attended the Senior Center's ribbon cutting on July 2nd. They had a very nice turnout. The Town's maintenance dept. has already begun moving the Senior's items out of the basement. Alex indicated that the storage space would be cleared out around the 18th of July.

RCLS news: Two motions came out of the RCLS Director's Association meeting.

MOTION: Add an addendum to the ANSER Agreement: RCLS will ensure that all RCLS employees or others authorized to access records understand and comply with New York Civil Practice and Rules Section 4509.

MOTION: To create \$40,000 database pool to fund contract with Consumer Reports to begin October 1st to provide system wide access to the database.

VIII. Old Business

- Chapter 414 update, our lawyer, Ellen Bach has informed us that we need to decide whether the language on our petition for signatures should state that "the operating budget for the library shall be to the sum of \$633,922.00" or "that it shall be increased to the sum of \$633,922.00".

The Board agreed unanimously that the first option for language is better.

-C. Riegelhaupt made the motion to approve the first option, A. Robson-Coles seconded, motion passed 4-0.

IX. New Business

- Community and Meeting Rooms Policy – The Board will read through the document and prepare comments in advance of our next meeting in September.

X. Town Board Meeting Report

n/a

XI. Board Comments

n/a

XII. Adjournment 10:31pm