**ROSE MEMORIAL LIBRARY ASSOCIATION**

**79 East Main Street, Stony Point, New York 10980**

**Regular Meeting of the Board of Trustees**

**Wednesday, September 20, 2017**

**6:30 pm**

**Agenda**

I. **Call to Order**

II. **Adoption of Minutes:**

Regular Meeting June 20, 2017 \*

Regular Meeting, July 19, 2017 \*

Regular Meeting August 16, 2017 \*

Special Meeting, Sept 14, 2017 \*

III. **Public Comment**

IV **Executive Session** \* Legal Issues

V. **Friends of the Library**

VI. **Finance** – Report Narrative

Approval of Disbursements months ending July 31, 2017 and

August 31, 2017 \*

Financial Reports for July and August 2017 \*

VII. **Reports**

1. **Director**
2. Report
3. **Board Committees** -
4. Building/Capital Projects – Report on Old School Project
5. Finance & Budget

3. Policy -

4. Planning –

5. Technology

VIII. **Old Business**

IX. **New Business**

X. **Adjournment** \*

***\*=motion required***

***Next Scheduled Meeting:***

***9.19.17***

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***Wednesday, October 18, 2017 @ 6:30 P.M.***

**Rose Memorial Library Association**

**79 East Main Street, Stony Point, NY 10980**

**Regular Meeting of the Board of the Trustees**

**Tuesday, June 20, 2017**

**Minutes**

**Attendees:** Jennifer Lima, Ted Needleman, Christina Mandara, Ruth Masterson, Michelle Rinaldi, Terry Marsico, James Mahoney (Director)

1. Call to Order at 6:35pm by J. Lima.
2. Adoption of Minutes:

**Motion** to accept minutes of the Special Board meeting on April 26, 2017 was made by Ms. Mandara, 2nd by Ms. Rinaldi.

**Motion** to accept minutes of the Special Board meeting on May 17, 2017 made by Mrs. Needleman, 2nd by Ms. Masterson

**Motion** to accept minutes of the Special Board meeting on May 24, 2017 was made by Ms. Masterson, 2nd Ms. Mandara. Motion passed.

1. **Public Comment** –
2. **Friends of Library** –
3. **Finance – Report**
4. Review of Disbursements June 20, 2017 – see Financial Report.\*
5. Review of Financial Reports for June 20, 2017.\*

Motion made by Ms. Rinaldi, 2nd by Mr. Needleman to accept the Financial Report and Disbursements reports for June 20, 2017. Motion passed.

1. **Reports**

**Director Report – no comments**

**Action Items** –

1. **Board Committees**
2. Building/Capital Projects –
3. Technology –

**VIII. Old BusinessIX New Business –**

Motion by Mr. Needleman to accept, 2nd by Ms. Lima. All in favor. Unanimous.

**X Adjournment** Motion made by Ms. Lima at 7:45pm to adjourn, 2nd Ms. Masterson. Motion passed. **Next Regular meeting will be on Wednesday, July 19 @ 6:30pm.**

**Rose Memorial Library Association**

**79 East Main Street, Stony Point, NY 10980**

**Regular Meeting of the Board of the Trustees**

**Wednesday, July 19, 2017**

**Minutes**

**Attendees**: Christina Mandara, Jennifer Lima, Ted Needleman, Rebecca Sanders,

James Mahoney (Director),

**Absent:** Terry Marsico, Michele Rinaldi

I. **Call to Order** at 6:57pm by J. Lima.

II. **Adoption of Minutes**:

Motion to accept minutes of the Special Board meeting on May 30, 2017 was made by Ms. Mandara, 2nd Mr. Needleman. Motion passed.

Motion to accept minutes of the Special Board meeting on June 7th, 2017 made by Mr. Needleman, 2nd by Ms. Sanders.

Motion to hold acceptance of minutes of June 20, 2017 until next meeting for document to be updated.

III. **Public** Comment –

a. Review of Libby Post email to formulating focus groups on Aug 2,3

IV. **Friends of Library** – Director Mahoney relayed an expressed interest of RMLA Friend, Brenda Cerruzzi’s, to conduct fundraising activities like antique appraisals and regular raffles.

V. **Finance – Report**

A. Review of Disbursements June 2017 – see Financial Report.\*

B. Review of Financial Reports for June 2017.\*

VI. **Reports**

A. **Director Report** – no comments

B. **Action Items –**

a. We are waiting for RCLS to activate one access point for our wifi.

b. We finished reference help station.

c. Audit was completed on July 2, 2017.

VII. **Board Committees** –

A. **Building/Capital Projects** – Selection of Architect from three proposals.

B. **Finance & Budget** – See Director’s Report\*

A.. Line item adjustments will need to be made in the budget. Accounting and Professional fees will be adjusted to include the cost of Marketing Professional, Libby Post.

C. Approve four (4) increases to the budget as found on the Addendum to Cash

Receipts on June 30, 2017 which are as follows:

a. Account # 6008 for $6,000

b. Account # 6018 for $6035

c. Account # 6028 for $1293

d. Account # 6053 for $555.

Motion to accept the four budget increases made by Ms. Sanders, 2nd by Ms. Lima. Motion approved.

Motion to approve disbursements through June 2017 made by Mr. Needleman, 2nd Ms. Mandara. Motion passed.

**D Policy** – Change of policy to reduce number of board members back to 7 will be done next month’s meeting.

**E. Planning** -

**F. Technology** –

VII**. Old Business**

VIII. **New Business – Focus** Group

IX. **Adjournment**

Motion made by Ms. Mandara to adjourn @ 8:57pm, 2nd by Mr. Needleman.

Motion passed.

**Next Regular Scheduled meeting will be on Wednesday, August 16th @ 6:30pm.**

**Rose Memorial Library Association**

**79 East Main Street, Stony Point, NY 10980**

**Regular Meeting of the Board of the Trustees**

**Wednesday, August 16, 2017**

**Minutes**

**Attendees**: T. Needleman, J. Lima, R. Sanders, C. Mandara (3) No Quorum.

J. Mahoney (Director),

**Guest:** Eleanor Kassner from Tomkins Cove Library Board

**Absent:** Terry Marsico, Michele Rinaldi

1. **Call to Order** at 6:37pm by J. Lima.
2. **Public Comment**: Eleanor Kassner, President of the Board of Trustees for the Tomkins Cove Public Library, presented her plans to run for election for a vacant seat on RCLS Board and asked for our support. The Tomkins Cove Board nominated her and she needs a second.

Motion: Motion made by T. Needleman, 2nd by C. Mandara to second the nomination made by Tomkins Cove Public Library for Eleanor Kassner to run for election for the vacancy on RCLS Board of Trustees. Motion Passed.

1. **Adoption of Minutes:**

Hold Motion to accept minutes of the Regular Board meeting on June 20, 2017 until we have a quorum.

Hold Motion to accept minutes of the Regular Board meeting on July 19, 2017 until we have a quorum.

1. **Finance –** Director reviewed options to subsidize cash flow deficiencies that will likely occur over the next few months until the School tax funding is received.
2. **Friends of Library** – C. Mandara has been in discussions with Gail Mulligan-Clemente who will connect with Brenda Ceruzzi. The three will meet and begin to consider some broad stroke strategies for RMLA Friends.
   1. C. Mandara has created and will share a Google Sheet of all “First Run” petition signers to be included in our list of new Friends.
3. **Finance –**
4. Review of Disbursements August 16, 2017 – see Financial Report.\*
5. Review of Financial Reports for August 16, 2017.\*

Hold Motion to approve Disbursements & Financial for August 2017 until we have a quorum.

Hold Motion to accept the Financial Report and Disbursements reports for August 16, 2017 until we have a quorum.

**VII. Reports**

1. Director Report – no additional updates.
2. Action Items
   1. Director reviewed upcoming issue of RMLA newsletter. He also reported that an increased number of patrons are interacting with Oscar at his new desk location in the main room.
3. **Board Committees –**
4. **Building/Capital Projects** –
   1. First sketches of floor plans for new library building were reviewed.
   2. C. Mandara suggested the inclusion of a space for SP Seniors as an incentive for Town and Seniors to support Library expansion.
5. **Finance & Budget** – See Director’s Report
6. **Policy –** Will amend and approve by-laws to keep to a 7 member board at next month’s meeting. Suggestion of possible board candidate was discussed to take the place of Ruth Masterson who resigned in July.
7. **Planning** – no report
8. **Technology** – no report

**VIII.**  **Old Business** - none

VII. **New Business** – Second phase of petition signatures originally planned to be completed by August 24, however it was decided that the Board should gather additional signatures at the SP concert on August 23 and Shoprite the weekend of August 26-27. The absolute deadline in August 30th when members of the Board will meet to validate the petitions and vote of their submission to the Town Clerk on August 31st.

1. **Adjournment**

Motion to adjourn @ 8:27pm made by J. Lima, 2nd by C. Mandara.

**Next Regular Scheduled meeting will be on Wednesday, September 20th @ 6:30pm.**

**ROSE MEMORIAL LIBRARY ASSOCIATION**

**79 East Main Street, Stony Point, New York 10980**

**Regular Meeting of the Board of Trustees**

**Wednesday, September 20, 2017**

**6:30 pm**

**Minutes**

Attendees: Jennifer Lima, Terry Marsico, Christina Mandara, Rebecca Sanders, Theodore Needleman, Michele Rinaldi, James Mahoney (Director)

I. **Call to Order** at 6:38pm by Ms. Lima

II. **Adoption of Minutes:**

Motion to approve the Regular Meeting Minutes for June 20, 2017 with correction by Ms. Lima, 2nd by Mr. Marsico, Motion passed.

Motion to approve the Regular Meeting Minutes for July 19, 2017 with corrections by Mrs. Mandara, 2nd by Ms. Sanders, Motion passed.

Motion to approve the Special Meeting Minutes for September 14, 2017 by Ms. Sanders, 2nd by Ms. Lima, Motion passed.

Accept the record of the Special Meeting held on August 16, 2017 as not representing a quorum of the Board by Ms. Rinaldi, 2nd By Mrs. Mandara.

III. **Public Comment** - None

IV.. **Friends of the Library –** Per the Director’s report we have seen an increase in the number of people who would like to volunteer with the Library. These individuals should be recruited for the Friends group and facilitation of the PAC committee.

V. **Finance** – Report Narrative – Ms. Sanders and Mr. Mahoney met this past week to review the financial plan.

Motion to Approve the Disbursements: month ending September 30, 2017 and

Financial Reports for September 2017 by Ms. Rinaldi, 2nd by Mr. Needleman, Motion passed.

VI. **Reports**

1. **Director**
2. Report reviewed by the Board
3. **Board Committees** -
4. Building/Capital Projects – Report on status of Old School Project.
5. Finance & Budget – A meeting will be set for the committee to meet pending results of the audit.

3. Policy - Discussion on revising bylaws to decrease Board size back to 7 members.

4. Planning – None

5. Technology - None

VII. **Old Business** - None

VIII. **New Business**

1. Discussion and decision made by board on logo for Library based on several examples sent by Communication Services.

IX**. Executive Session** \*

Motion made by Ms. Lima, 2nd by Mrs. Mandara to exit Regular Board meeting and enter Executive Session at 7:00 pm. Robert Schofield, Esq joined by Phone.

Review and Discussion of letter received from the Town Clerk, Joan Skinner, rejecting the Library’s submission of petitions to have a 414 Referendum proposition places on the Nov. 7th ballot

Motion made to authorize Library Counsel to commence special proceedings to challenge the Town Clerk’s decision to block the petitions submission to the Rockland County Board of Elections by Ms. Rinaldi, 2nd by Mr. Needleman. Motion Passed by 5 members, 1 opposed , 0 abstained.

Motion made to adjourn Executive committee and return to the Regular Board Meeting at 8:10pm.

X. **Adjournment**

Motion to adjourn meeting made at 8:38pm by Mrs. Mandara, 2nd by Ms. Sanders. Motion passed.

***Next Scheduled Meeting:***

***Wednesday, October 18, 2017 @ 6:30 P.M.***

***Revised 11.15.17***

End