**Rose Memorial Library Association**

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

**Regular Meeting of the Board of Trustees**

**~~Wednesday, January 17, 2018~~  Postponed to Thursday, January 25, 2018**

**To follow the Annual Meeting, Kennedy Room**

**Minutes**

Present: Jennifer Lima, Theodore Needleman, Rebecca Sanders, Christina Mandara, Terry

Marsico, Dorothy Flora (6)

and James Mahoney (Director)

Not Present: Michele Rinaldi (1)

I. **Call to Order:** at 6:56pm by Ms. Lima

**Nomination of fill a vacancy on the Board of Trustees**\*

Nomination to elect Dorothy Flora, to Board of Trustees, made by Mrs. Mandara, 2nd by Ms.

Lima for a 3-year term expiring December 2020 *Motion* passed (6)

II. **Nominations & Election of Officers for the Board of Trustees for 2018 \***

Nomination of Jennifer Lima to position of President by Mr. Needleman, 2nd by Ms. Sanders

Nomination of Terry Marsico to position of Vice President by Ms. Mandara, 2nd by Mr. Needleman

Nomination of Dorothy Flora to position of Secretary by Ms. Lima, 2nd by Mrs. Mandara

Nomination of Rebecca Sanders to position of Treasurer by Mr. Marscico, Mr. Needleman.

The above were all declared the elected Officers for the year 2018 (6)

III. **Adoption of Minutes:**

Motion to accept the minutes for the Regular Meeting, November 15, 2017 made by Ms. Sanders, 2nd by Mr. Marsico. Motion passed. (6)

Motion to approve of record of Discussion, December 20, 2017 (no Quorum), Mr. Needleman, 2nd by Ms. Lima. Motion passed. (6)

IV. Public Comment - none

IV. Friends of the Library – no update

V. Finance - Narrative Report (J Mahoney) – Mr. Mahoney explained the cash flow of and the need to periodically draw from the cash account at Merrill Lynch when we are waiting for payments from Town or School District.

Board reviewed the 2017 year end addendum to cash receipts and disbursements and Mr. Mahoney clarified any items that were unclear.

Motion to accept Addendum to the Cash Receipts & Disbursements Report (Year-end Budget Adjustments – see attached) made by Ms. Sanders, 2nd by Ms. Flora. Motion passed. (6) This replaced the Addendum provided for the December Meeting

Motion made by Mr. Needleman, 2nd by Mr. Marsico, to Approve of Disbursements and Financial Reports for Month ending November 30, 2017. Motion passed (6)

Motion made by Ms. Lima, 2nd by Ms. Sanders, to Approve of Disbursements and Financial Reports for Month ending December 31, 2017\* (6)

Motion to approve the Profit and Loss Budget for January 1, 2017 through November 30, 2017 made by Ms. Mandara, 2nd by Mr. Marsico. Motion passed. (6)

Motion to approve the December 2017 (Year end) Profit and Loss Budget made by Mr. Needleman, 2nd by Mrs. Mandara. Motion passed. (6)

VI. Reports

1. Director’s Report - November 14, 2017 to December 15, 2017
2. Director’s Report - December 15, 2017 to January 12. 2018

Highlights:

1. Increased circulation by 5% in 2017 and child programs are very popular.
2. Staff have asked us to investigate a Retirement plan – we are the only Library in

Rockland not to offer one.

1. RCLS Policy regarding circulation of inter library loan due dates.
2. Fine-free juvenile borrowing – thought that it would increase readership. We will see what RCLS recommends.
3. Board Committees
4. Building Committee - none
5. Finance & Budget - Budget Committee Meeting Report (R Sanders). Committee met on December 15, 2017 to review the proposed budget.

Motion to Adopt the 2018 Operating Budget made by Mr. Marsico, 2nd Mrs. Mandara, Motion passed. (6)

2. Facilities & Capital Projects (J Lima) – offer received on 61 E. Main, we had some discussion on changes to the agreement given suggestions by our lawyer.

3. Policy (J Lima) – no news

4. Planning (C Mandara) – Hamilton raffle made $5,010 after expenses – 582 tickets were sold. Friends account has about $552 in the account but has a few expenses. Working with other organization and businesses, posters, sandwich board, pre-sell next event. Would need to work faster for Shoprite spot. Will set up a time for the planning committee.

5. Technology (T Needleman) – Mr. Marsico stated that BOCES may be able to provide tech support.

VII. Old Business

A. New Trustee appointment - see above.

B. By-Law: Reduction of number of Trustees from 9 to 7 \*

Motion made by Ms. Lima, 2nd by Ms. Flora, to amend the by-laws to reduce the number of Trustees from 9 to 7. Motion passed. (6)

VIII. New Business

1. Schedule of 2018 Board of Trustee Meetings – only change is move November 2018 to 14th.
2. Director vacation

Motion made by Ms. Lima, 2nd, Ms. Sanders to allow Director time rollover for vacation time from 2017 \* (13.25 days). Motion passed. (6)`

C. Establish a 403b Annuity Plan for staff retirement savings - see Director’s report

D. Motion to establish the position of Circulation Manager - title change to “Operations

Manager”

Motion made by Mr. Needleman, 2nd by Ms. Flora to establish a new position of Operations manager per the attached description at the job rate of $21.50 per hour based on 30 hours per week.

IX. Announcements - none

X. Executive Session \* Real Estate, Personnel, Legal – None.

XI. Adjournment \*

Motion to adjourn made at 8:58pm by Ms. Sanders, 2nd by Ms. Lima. Motion passed.

See December 20 2017 Board Packet for background & details

***Next Scheduled Meeting:***

***Wednesday, February 21, 2018 @ 6:30 P.M.***

***1.25.18***