Wallkill Public Library

Board of Trustees Meeting

April 1, 2019

President Ken Simon called the meeting to order at 7:03 PM.

Present: Todd Craner, Lynne Diener, Lisa Palmer, Camille Reid, Stan Seagren, Ken Simon, Mary Lou Van Aken, Kathy Vogel

Absent: Brian Ackley, Susan Burhans Haldeman

Public Comment - none

**Reminder that the Board will meet one hour early (6:00 PM) on May 6, 2019 for mandatory sexual harassment training.**

**2019-4-A** Kathy moved and Todd seconded that we approve the March 2019 minutes. Motion approved.

President’s Report: Ken discussed that we received different proposals from Paul Mays, Library Architect, when he met with the Board on March 25, 2019. The proposals give options (could be completed in phases, etc). Ken wants to be sure that we look carefully at what it would cost to staff and maintain the building once completed before we put any proposal forward to the public so that we don’t put any financial strain on the library long term.

Director’s Report:(see separate report for details) Lisa discussed that the $600 from the Stewart’s Holiday Match Program will be used towards SRP. Lisa discussed the fine-free pilot program for juvenile and young adult materials and that there has been a lot of positivity from this new program. Other libraries are doing similar initiatives with success. Discussion regarding continuing the fine-free program for juvenile and young adult materials and in the future (1 - 1 ½ years) consider making it fine-free for people ages 65+.

**2019-4-B** Camille moved and Todd seconded that we keep the fine-free program for juvenile and young adult materials permanently. Motion approved.

Discussion regarding auto time sheets for staff in order to be more efficient and to eliminate any chance of human error in calculating payroll. Lisa has looked at several different companies for this service. Deputy has not returned her call. Tsheets is expensive ($672 per yr). TimeClick is most reasonable with a $199 set up fee and the $99 per year. The software would be installed on just one computer at the circulation desk and employees would need to sign in and out there. We will get time savings back as Valerie can focus on other things and staff will be happy to not have to fill out time sheets manually.

**2019-4-C** Stan moved and Camille seconded that we use the company TimeClick for auto time sheets for staff at a rate of $199 set up fee and $99 per year. Motion approved.

**Committees:**

Finance Committee/Treasurer’s Report:

Discussion regarding CD renewal. The Potter trust of $172,062.19 was renewed at 2.57% for 11 months through 2/25/20. There are two other CD’s of equal amounts ($101,275.30) coming due soon. We will wait to see what happens with the interest rates before making a decision on these.

**2019-4-D** Camille moved and Mary Lou seconded that $18,000 be moved from the Tax Levy Money Market to Key Payroll for April payroll. Motion approved.

**2019-4-E** Todd moved and Stan seconded that $7,500 be moved from Tax Levy Money Market to Key Operating for April bills. Motion approved.

**2019-4-F** Mary Lou moved and Camille seconded that we approve the March 2019 Warrant report. Motion approved.

Meeting adjourned: 7:58 PM.

Summary of Motions:

**2019-4-A** Kathy moved and Todd seconded that we approve the March 2019 minutes. Motion approved.

**2019-4-B** Camille moved and Todd seconded that we keep the fine-free program for juvenile and young adult materials permanently. Motion approved.

**2019-4-C** Stan moved and Camille seconded that we use the company TimeClick for auto time sheets for staff at a rate of $199 set up fee and $99 per year. Motion approved.

**2019-4-D** Camille moved and Mary Lou seconded that $18,000 be moved from the Tax Levy Money Market to Key Payroll for April payroll. Motion approved.

**2019-4-E** Todd moved and Stan seconded that $7,500 be moved from Tax Levy Money Market to Key Operation for April bills. Motion approved.

**2019-4-F** Mary Lou moved and Camille seconded that we approve the March 2019 Warrant report. Motion approved.

Respectfully Submitted,

Lynne Diener corresponding secretary

Next Monthly Meeting: Monday May 6, 2019

*Remember meeting with Architect Thurs. April 25, 2019*

*and 6:00 meeting May 6, 2019 for mandatory training*