

Ethelbert B. Crawford Public Library

Trustee Meeting Minutes - November 29, 2018

Approved December 20, 2018

The meeting was called to order at 5:17 pm by President Lynn Skolnick. Members present were Sari Rosenheck, Marcia Raponi, Connie Keller, Marvin Rappaport & Christine Cavello. Steve Sharoff was absent.

Lynn called for a motion to approve the minutes of October. Marcia seconded it and it was approved unanimously.

Correspondence

Mitchel Ross donation of \$2,000 to the Gil Ross Book Fund

Voucher Approval

Sari made the motion to approve vouchers. Lynn seconded motion. Approved unanimously.

Additional voucher added after reports were produced to pay Haas Landscaping \$2,879.

Bills to be Paid

Marvin moved, Sari seconded. Motion carried to pay bills.

- **Committee Reports (see director's report)**

Programming

See Connie's email regarding January events and Leonard Bernstein 100th Anniversary

Policies

Anti-Discrimination and Anti-Harassment Policy was discussed. How to/who to report a complaint to in the event the complaint involves the library director Motion to accept the policy with clarity provided by Marvin Newberg on how to word this scenario. Motion made by Marvin, Sari 2nd. All were in favor.

BOT members, the library director and all staff must attend Anti-Discrimination and Anti-Harassment Policy Training by 10/2019

Youth Services

Cheryl is doing a wonderful job.

IT

Jonathan is doing a wonderful job!

Director's Report

Discussion about civil service procedures and hiring staff - potential employee must be within top 3 scorers on the civil service exam that respond affirmatively to letter of canvass.

BOT approved individual to be hired with job coach from ARC as a part-time page at minimum wage.

Christine made motion to approve submitting application to combine 5 existing library parcels into 1 parcel. Sari 2nd, Approved unanimously.

Mary Paige informed the BOT that she would be filing an application for a building permit fee waiver with the Village for construction of the last sections of fencing between the library and the Bagel Bakery.

The work Michael Haas has been doing in Phase 3 of the development of the outdoor space was previously approved.

Discussion regarding the status of the brick façade on Broadway

Banking and Finance

Library Treasurer has different responsibilities from account clerk soon to be hired. Unclear as to what hiring a Treasurer will cost.

End-of-Year Budget Transfers and the actual transfer of funds now in the capital fund at CHB that are owed to the operating fund will be approved to be made before year end at the December meeting.

Holiday gifts, next meeting.

Marcia moved, Christine 2nd to adjourn 6:32pm.

Next meeting: Thursday, Dec 20th, 2018 at 5:15pm.

4:45pm - accessing the board portal and use of phone calendar to schedule board & committee meetings

Respectfully submitted, Sari Rosenheck