

Castleton Public Library, Board of Trustees  
November Board Meeting Minutes

Monday, November 18, 2013

Meeting was called to order at 7:05 p.m. EST by President Schottenfeld

**Trustees present:**

Janet Hiser, Olivia Karis-Nix, Don McKnight, Stacey Rattner, Faith Schottenfeld, Doreen Truesdell

**Absent:**

Marge Kehrer

**Adoption of Agenda**

Trustee Karis-Nix proposed to adopt the agenda. President Schottenfeld seconds. Approved 6-0.

**Public Comment**

Schodack Central School District Superintendent Bob Horan and Board of Education Board Member Paul Puccio shared that they would like to conduct a feasibility study with the Castleton Public Library that would look into collaborating resources at the middle school to allow both libraries to possibly operate as one library together. There is grant money available that could give up to \$600,000 to repurpose the Middle School. The grant applications will probably be due in early summer. A portion of the funding could go back to the Castleton Public Library. All questions should be addressed to Mr. Horan and Mr. Puccio. They will email the feasibility study outline to us. Currently, they are just looking for a financial commitment from the library to conduct the study. To see another school district that has collaborated similarly check out the Red Jacket School District as a model.

**President's Report**

President Schottenfeld reached out to Mayor Keegan asking him for help in recruiting more Board members.

**Secretary's Report**

Vice President McKnight moved to accept the October 2013 minutes. Trustee Truesdell seconded. Approved 6-0.

**Director's Report**

See attached. Additional highlights include:

- ★The use of the Museum passes purchased from the Friends has increased quite a bit over the past year.
- ★Hoping to have an update from Civil Service by November 21.

★Reached out to East Greenbush and Nassau library to discuss marketing the libraries to preschools in the community.

★Director Pekar is on the Central Library Advisory Committee meeting which meets annually. They come up with 2014 UHLS Central Library Development Aid Budget. The budget was approved by Albany Public Library and is expected to be approved by UHLS.

### **Friends Report**

Barb Kelp reported.

★Barnes and Noble event is this Saturday. Kathy Marchione and Steve McLaughlin will be reading. The event will be from 9:00 a.m. - 10:00 p.m.

★The Friends will not be meeting in December.

### **Committee Reports**

Administrative Committee-The Committee has nothing to report. President Schottenfeld reported that the outcome of our last meeting to appropriate \$500 from our checking account to the Director is not legal according to UHLS. The only two options allowed for pay increases are COLA increase or a merit increase. President Schottenfeld motioned to rescind this bonus payment. Treasurer Hiser seconds. Approved 5-1.

Finance Committee/Treasurer's Report--Treasurer Hiser reviewed the treasurer's report. The balance sheets are attached. On October 22, Director Pekar and Treasurer Hiser met with UHLS and they found a number of areas that need some improvements. 1. Financial policies and procedures. 2. We need stricter controls with our payroll agreements with the Village. 3. They are suggesting that the Board approve the monthly expenses. 4. Do an annual budget reconciliation. 5. Look at the possibility by having the Director do recurring monthly payments. 6. Recommend that we train the senior clerk on the role of the finances.

Director Pekar shared the proposed budget. The budget assumes a 6.3% increase from Schodack. She wanted to highlight that we are open 46 hours a week and visits continue to increase year after year. Treasurer Hiser makes the motion to adopt the budget. Trustee Truesdell seconds 6-0.

Operations/Capital Projects--Trustee Karis-Nix had nothing to report for the month. Director Pekar shared that there was an building inspection last week. We are waiting for the report.

### **Old Business**

Strategic Planning--The survey is out in the community. Director Pekar shared that the feedback has been very positive so far.

Village Financial Partnership--Treasurer Hiser said that UHLS has strongly recommended that we, not the Village, continue to complete our own AUD. Village Trustee Jennifer Pratico said that Pam Smith is available to help out where we need her.

**New Business**

None

**Public Comment**

None

**Executive Session**

President Schottenfeld made a motion to go into Executive Session to discuss personnel matters. Trustee Truesdell seconded. Approve 6-0. Faith motioned to conclude executive session. Trustee Truesdell seconded. Approve 6-0.

**Personnel**

President Schottenfeld makes a motion to issue a retroactive COLA of 1.2% to the director with the assumption that it is legally and fiscally viable in lieu of the bonus payment. Treasurer Hiser seconded. 6-0.

Meeting adjourned at 9:06 p.m.

The next Board of Trustees meeting is scheduled for Monday, December 16 at 7:00 p.m. EST.

Respectfully submitted,  
Stacey Rattner  
Secretary