

East Rockaway Library Board Meeting Minutes

Sept. 10, 2013

The monthly meeting of the Board of Trustees was called to order on September 10, 2013 at 6:29 pm. Those present were; Mary Thorpe, Betty Charvat, Gary Aue, Craig Mollo, Morgan Avila, Barbara Cutler. Barbara Humes and Rich Bilello were absent with prior notice.

Craig opened the meeting and asked everyone to review the minutes of the previous meeting. After reviewing the minutes a motion was made by Morgan to accept the minutes and seconded by Gary.

Financial Review

Craig asked everyone to review the Financial Abstract. An entry for Capital One was charged to the Equipment line which should have been taken out of the Trust and Agency account. Morgan made a motion to transfer funds to correct the error and Gary seconded the motion.

Craig asked everyone to review the Line Budget and Betty said she would review the programs for the next newsletter. Craig asked every to review the Trust and Agency expenditures. Betty will look into the Children's programs and Just a Hobby. The grant money is coming but, nobody was sure exactly when it will be received. The Reserve fund needs a resolution to fund the Retirement account when an amount is decided on. Craig had asked if the money can be unreserved if it's reserved in a different fund. Craig had review the statistics on the circulation and he said it increased slightly.

Directors Report

Betty reported that the Newsletter went out and some responses came back from the survey that was attached to the Newsletter. Craig went over the responses with the board. Gary stated that his father-in-law might be interested in teaching some Art classes. Craig asked Betty to continue the survey in the next Newsletter and he asked Betty to respond to the responses that require an answer.

Mary went over the new website layout. She showed the board the new sliding pictures and information. She also included a calendar and the current Newsletter. She said that new photos will be added and that the website will be live at the end of September.

Betty stated that the Cold Spring Harbor Museum will cost \$200.00 a year. The Veterans History project was explained to Don Polland at the High School and he said he was interested in being involved. Gary had asked the Boy Scout leader and they are also interested. Betty said that the interviewers will have to be trained as to what questions to ask.

Betty stated that an NLS meeting was scheduled for September 30th to discuss an increase in member library support. Betty and Craig will both be attending. Betty said that we should consider either a 6 month or one year subscription to Constant Contact for future newsletters and email blasts .There is a monthly fee of \$28.00. A database will have to be created. Betty stated they offer a 30 day trial period. Craig and Betty said they will look into it more and get more information.

Betty covered a few topics such as; the summer reading statistics and Long Island reads in April could be enhanced. Betty said that the monthly report for the Village Board meeting will be given on Sept 16th at the Village meeting. Craig discussed the closing of the Library the Sunday before Labor Day and Memorial Day as well as Mother's Day.

Betty stated the new stationery will run \$125.00 for 1000 envelopes and \$200.00 for the Logo. Betty reported that one of the Pages asked about receiving an increase in pay since her responsibilities have changed. Craig has requested to table this discussion till the next meeting. Betty said there is a book sale on October 19th.

OLD BUSINESS

Betty discussed the Café' plans and concepts with, Doris Newman, Craig and Mary. Craig said that two plans would be of interest for the new layout of the Library. Craig walked the Mayor and the Village trustees through the Library and explained the Café' ideas and details. Craig said he wants to table the Café' discussion for the next meeting.

NEW BUSINESS

Barbara stated there was a new Village Clerk treasurer James Alles. The next meeting dates were Oct 10, 2013 and November 14, 2013

Motion made by Gary to adjourn the meeting at 7:35 and seconded by Morgan.