

Tuckahoe Public Library Board of Trustees Minutes

Monday, November 20, 2017

Present: Alison Chilson, Ginger Crosby, Mary Dugan, Mimi Sanchez, Swadesh Pachnanda (Director), Antonio Leo (Tuckahoe Village Board Liaison)

Call to order at 6:37 PM

Friends of the Library Report:

- Tuckahoe Road Race was a great success. Mayor Ecklund presented the Friends with a check for \$3,000.00 as a portion of the proceeds from the race.
- The fall basket raised \$222.00. Winners will be announced publically in the future through signage and Friends email.
- Two Holiday baskets will be raffled off during the Holiday season.

President's Report:

Minutes: Mimi made a motion to approve the October minutes. Ginger: 2nd. All in favor.

Vouchers: October 2017: \$4,595.48; Trust & Agency: \$ \$1,085.14

Trustee Mary Dugan will be resigning her position as of December 30, 2017. The Board expressed its gratitude to Mary for all her dedication to the Library and Friends of the Library and wished her well in her new home.

Library Liaison Report: Antonio Leo briefed the Board on the current projects that the Village is involved in. He will highlight Library programs at the next Board meeting.

Director's Report:

Circulation Statistics for October: 5, 236

Financial Statistics: The Library budget is on track for expenses and revenues with the exception of room rental revenue. Previous discussions indicate that the room is very small and is not being rented.

Swadesh will increase next year's budget line for Professional Development. Librarian 1 line will be increased, also. David burke will send budget information to the Director in December for next year's budget.

Librarian Elaine Provenzano attended the NYLA conference this year. Swadesh will check on Village policy for reimbursement for travel and expenses. The cost of the conference has already been paid by the Library.

Building: The kitchen floor of the Library was replaced in November of 2017.

Library windows will be cleaned by Village personnel.

Grants: \$4200 has been spent to date on Hindi books.

Grant money from Sheila Marcotte's office has not been disbursed yet.

Paperwork for grants from Amy Paulin and George Latimer is being processed.

The Annual Giving Tree fundraiser Program will be in effect for the Holiday Season. Patrons may purchase books and dedicate them.

Reading Garden: Eagle Scout candidate Mike McCrink is working with Sandy Reyes to develop his project.

Personnel Policy Review: A motion was made by Ginger to amend the Tuckahoe Public Library Personnel Policy Handbook, page 7, section 4.5, headed: Probation (Permanent-or Permanent part-time employees) paragraph one, that reads," A new employee is on probation for 3 months. If the quality of the probationer's service is in doubt, the probationary period may be extended from the original 3 months to 12 months at the option of the Library Director." To read, " A new employee is on probation for **6** months. If the quality of the probationer's service is in doubt, the probationary period may be extended from the original **6** months to **12**. 2nd: Mimi. All in favor."

Staffing: Swadesh is reviewing resumes for the Librarian 1 position.

Small Business Saturday: The Tuckahoe Library is participating in the program with the Eastchester Library. Library card holders will receive discounts at local businesses when they present their Library cards.

Upcoming Events:

- Holiday Music Performance-Mon. 11/27, @6:30 pm.
- Holiday Books and Tea- Sat. 12/2 @ 11:00 am.

- Teen Ornament Workshop- Tue. 12/5 @ 3:30 pm.
- Truman and Latin America- Fri. 12/8 @ 4:00 pm
- Cooking with Annette Zito- Mon. 12/11@ 6:30 pm.
- Reiki Meditation Session- Tue. 12/12 @ 12:00 pm.
- Kid's Holiday Cookie Decorating- Tue. 12/12 @ 4:00 pm

Old Business: None

Public discussion: Limit to three minutes. None

Alison made a motion to adjourn at 7:55 PM. Mary 2nd. All in favor.

Next meeting: Monday December 18, 2017 @ 6:30 PM.

Respectfully submitted by:

Alison Chilson, V.P.