

Tuckahoe Public Library Board of Trustees Minutes

Monday, November 19, 2018

Call to Order: 6:40 pm

In Attendance: Ginger Crosby, Elaine Garry, Leslie Rohr, Mimi Sanchez, Swadesh Pachnanda (Director)

Friends of the Library Report

- \$60 was collected from the Halloween Basket.
- Flyers have been distributed for the Holiday Concert on December 1.

President's Report

- Minutes: Mimi motioned to approve the September and October minutes; 2nd by Leslie; all in favor.
- October Vouchers: \$4912.92, Trust & Agency: \$2635.84

Director's Report

- Circulation statistics for October: 5286
- Financial statistics: Swadesh reviewed with the Board the general ledger, expense and revenue control reports.
- Building:
 - The library will be closed for window replacement for three days, 12/26 – 12/28. Part-timers will not be paid but will have the option to make up their hours. Full-time staff will be in the library during the construction.
 - Swadesh will look into having the painting done at the same time as the windows.
- Grants: Swadesh will be submitting an application for the next Community Fund grant, due January 18th.
- Fundraising: Swadesh distributed the proposed fundraising letter, which the Board reviewed and approved. The Board agreed on a shortened version of the letter to appear in the Village newsletter.
- WLS updates:
 - ILS, a new system for checking out library materials, will go into effect on April 1. Staff training will occur in January/February.
 - Tutor.com will be available January 1.
- Staffing:
 - Debbie Ascone is retiring, date to be determined.
 - Jessica Neto, the new Library Clerk, will start on December 3.
 - Part-time Clerk Terri-Ann Chinsee started on November 9th.

- The Shop Local program will begin November 24. Members who show their library cards to participating vendors will receive a 10% discount.
- The Village has adopted a new Sexual Harassment Policy. Training is mandatory.

Upcoming Events: See calendar

Elaine motioned to adjourn at 8:15 pm, 2nd by Ginger, all in favor.

Next meeting: Monday, December 17, 2018 @ 6:30 pm.

Submitted by Elaine Garry