

Tuckahoe Public Library Board of Trustees

Meeting Minutes

Monday, October 15, 2018

Call to Order: 6:31 p.m.

In Attendance: Alison Chilson; Ginger Crosby; Swadesh Pachnanda (Library Director); Leslie Rohr

Signing of Vouchers: September 2018: \$4, 604.43; Trust and Agency: \$685.69

Friends of the Library Report:

***Friends had a table at the Tuckahoe Senior Bazaar.**

***Holiday concert is scheduled for December 1, 2018 at the community Center. Charlotte Stupple will make baskets of Cheer and Children's Basket. 50/50 Raffle will also be held.**

Friends are working on a fundraising letter to help raise donations to help defray some of the costs of the proposed library renovation.

President's Report:

Due to a death in the Secretary's family, the Minutes for September 2018 were not available for approval by the Board. Elaine will forward the minutes this week.

Library Liaison Report:

Omayra Andino will report on Library Events at the September Tuckahoe Board of Trustees meeting.

Director's Report:

1. Circulation:

Swadesh reported that Circulation for September was 4, 840. Freegal Music downloads increased to 412.

2. Financial Statistics:

***Swadesh discussed the Expense, Revenue and General Ledger reports. Budget spending is on target. Unclassified Revenues are currently at 65% of budget.**

3. Building:

AC unit compressor is broken. The Village will be replacing the part.

4. Construction Grant: \$19, 768 has been received so far from NYS for window replacement. The Library has applied for \$38,500 for a 2019 Construction Grant to replace the chiller.

5. Community Center Room: The Library has the use of a room in the Community Center to house books that are used for book sales.

6. WLS: Equinox/Evergreen System will be introduced shortly. Staff will be trained to use the system.

7. Staffing: Library Clerk position is currently open. 65 candidates were sent letter advertising the position as per Civil Service Law. The deadline for applications is October 15, 2018. Swadesh will interview interested candidates.

8. A motion was made by Ginger and 2nd by Leslie to approve raises for 2 clerks to \$13.00/hr; 2 clerks to \$12.00/hr. and 1 librarian from \$21.50 to \$22.00/hr. All in favor.

9. Strategic Plan:

Library staff brainstormed Strategic Planning/Needs Assessment for the Library. Areas addressed were Strengths, Opportunities, Weaknesses and Threats to Libraries. Swadesh presented their finding and thoughts.

There being no further business, Alison made a motion to adjourn at 8:41 pm; Leslie 2nd. All in favor.

Submitted by: Alison Chilson, V.P