

RAMAPO CATSKILL LIBRARY SYSTEM  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 15, 2008

**MINUTES**

BOARD MEMBERS PRESENT

Marion M. Dumond  
Norman R. Gallagher  
Mary Ellen Leimer  
Herbert Lerner  
Marilyn McIntosh  
Ira Simon  
Samuel L. Simon  
Patricia Soto  
Melvin Wesenberg  
Robert P. Knight, Vice President

BOARD MEMBERS ABSENT

\* Stephen L. Oppenheim  
\* Chuck LaRocca

\*Excused absence

STAFF

Brenda Adams, RCLS Fiscal Officer  
Ruth K. Daubenspeck, RCLS Administrative Assistant  
Randall Enos, RCLS Youth Services Consultant  
Robert Hubsher, RCLS Executive Director

Robert P. Knight, Vice President, called the Board to order in Regular Session at 7:37 p.m., Monday, September 15, 2008 at RCLS, followed by the Pledge of Allegiance. A quorum was present.

MINUTES

Patricia Soto moved and. Samuel L. Simon seconded the motion that the minutes of the August 15, 2008, meeting be approved as submitted. The motion passed unanimously. (motion 08-067)

PRESIDENT'S COMMENTS

Robert P. Knight was impressed with the turnout of 138 people for the Legislative Breakfast. Samuel L. Simon noted the Library Champions helped to make the event a huge success.

## BOARD DISCUSSIONS

The Board had no discussions.

## UNFINISHED BUSINESS

- A. Travel Cap for Board – Ira Simon reported for the Personnel and Finance Committee that the Board is in excess of the cap they had set for travel spending. Mary Ellen Leimer, Chair of the Personnel and Finance Committee, agreed the Committee will discuss a mechanism for managing Board travel expenditures, which will not involve Brenda Adams having to tell trustees whether or not they can travel. With anticipated budget cuts for 2009, the Board needs to decide who will be able to attend conferences, meetings and workshops in 2009 or decide that trustees will receive less than full reimbursement for travel.
- B. Bylaws – Ira Simon moved to accept the second reading of the Bylaws. Marion M. Dumond seconded the motion. The motion passed unanimously. (motion 08-068)
- C. Legal Services Regarding Service Fees – Robert Hubsher reported he had received a letter from Cassandra Artale, Library Development Specialist, stating that the Division of Library Development had received RCLS’ letter addressing the legality of public library systems charging service fees. Robert Hubsher suggested that if the Board does not receive a reply by the November Board meeting, that it consider sending a letter to DLD requesting an update on the status of their request. He has read some comments on the PULISDO listserve about what the various systems are going to do about funding shortfalls.
- D. Request for Variance – Melvin Wesenberg reported he and Chuck LaRocca are preparing a letter to be sent to the libraries needing variances for 2010. The letter will stress that while RCLS Board of Trustees wants to make the process of requesting variances as painless as possible they do want the libraries to state what they have been doing the past two years to rectify the situation for which a variance is required. Melvin Wesenberg and Chuck LaRocca feel if RCLS does not have adequate documentation from the libraries about the actions they have taken and any future actions they will be taking, it would be difficult for the Board to approve requests for variance. They feel that it is essential for libraries to show that they have made a “good faith” effort to deal with any issues requiring a variance. Robert Hubsher feels the letter should go out as soon as possible, certainly before the beginning of 2009. So that the libraries have ample about the Board’s intent and sufficient time to meet the Board’s requirements. Melvin Wesenberg stated they will have the letter prepared for the November Board meeting.

## NEW BUSINESS

Robert Hubsher distributed copies of the variances from eight member libraries. All of these libraries have requested variances in past few years – Albert Wisner Public Library (Warwick), Cragmoor Free Library, Gardiner Library, Ethelbert B. Crawford Public Library (Monticello),

Goshen Public Library and Historical Society, Livingston Manor Free Library, Moffat Library of Washingtonville, and Monroe Free Library. The Board reviewed the variance requests. It was noted that the Albert Wisner Public Library (Warwick) and the Gardiner Library are building new facilities and will be off the list by next year. Melvin Wesenberg moved and Ira Simon seconded the motion to accept the variances as presented. The motion passed unanimously (motion 08-069)

## COMMITTEE REPORTS

- A. Personnel and Finance – Mary Ellen Leimer, Chair, reported the Committee had met twice recently. First, they met to go over the preliminary budget. She recommended the preliminary budget for 2009 be accepted as presented. The motion passed unanimously. (motion 08-070)

The second meeting before the Board meeting tonight, was to continue discussion on the performance evaluation of Robert Hubsher.

- B. Annual Meeting and Awards – Marion Dumond, Chair, reported the Committee recommended changing the price for attendance at the Annual Meeting from \$15.00 to \$17.00 for library trustees, staff and Friends and from \$18.50 to \$19.00 for guests. The Committee felt this was best as it would cover all the expenses except for the speaker. She noted that the cost of the meal is reasonable, but the additional cost of valet parking increased the price somewhat. The motion passed unanimously (motion 08-071)

Marion M. Dumond announced the Committee had unanimously chosen the recipients of the following awards:

Anthony J. Knipp Library Trustee Award – Louise Eggleton, Roscoe Free Library  
Member Library Adult Program of the Year Award – Suffern Free Library for its  
“Suffern Library Scavenger Hunt”  
Member Library Children’s and/or Teens Program of the Year Award – Walkkill  
Public Library for its “Where’s Ike? Detective-themed Scavenger Hunt”

The motion passed unanimously. (motion 08-072)

Marion M. Dumond reminded the Board that each year the trustees call four or five member library board presidents to urge them to attend the Annual Meeting. She asked that the calls be made by Friday, October 3. The deadline for reservations is Friday, October 10. A list of the Board Presidents was distributed.

Marion M. Dumond noted that a few changes were made this year. The invitations will include the menu, which is extensive. A registration and social time begins at 8:30 a.m. and breakfast begins at 9:00 a.m. An evaluation form will be available. She will ask everyone to complete one. The Annual Meeting and Awards Committee will meet between the October and November meetings to review the evaluations. At the November meeting she will make

a final report and recommendations for the 2009 committee and ask to be dismissed from further activity for this year. Ira Simon will speak at the Annual Meeting following the service awards about next year's 50<sup>th</sup> anniversary expectations.

Marion M. Dumond commented that she has had a fabulous Committee.

- C. Advocacy and Fundraising – Ira. Simon, Chair reported the Committee had met Wednesday, September 10. Minutes of the meeting were distributed to the Board. The 50<sup>th</sup> anniversary event will be the primary fundraising activity, with a goal of netting at least \$10,000. A journal will be the primary instrument to raise that amount. Four committees will be established. Each Board member is expected to serve on one of the committees with others from the community. Trustees and Friends from the member libraries will be needed to help. The Committee will be meeting again Wednesday, September 24 and should have the sub-committees established. The Committee is planning a luncheon with a well known author to speak at a classy location for a memorable affair. The Committee has had two ideas for earmarking the money earned – to offset any member support items or to support the delivery service, since people can identify with it.

#### DIRECTORS ASSOCIATION REPRESENTATIVE

Marilyn McIntosh reported the Directors Association had not met since the last Board meeting.

She noted that the migration has been put on hold until 2010. The ANSER Committee is looking at what is called a discovery layer software to enhance the catalog. The discovery layer sits on top of the catalog and would give it an appearance more like Amazon or Goggle, a look that is more in tune with what people see on the Web. The Committee is investigating two products AquaBrowser and Innovative Interfaces' Encore. These are not inexpensive products, but will change the users' experience when searching our catalog and make it a little less library-like and easier to use.

#### EXECUTIVE DIRECTOR'S REPORT

Robert Hubsher noted he is very pleased with the resolution of the Verizon termination fees issue. He noted that the positive resolution of this matter was achieved with the help of Keith Cornel, our lawyer and Diane Biondi, Senior Account Clerk in the RCLS Business Office. RCLS has managed to save a nice amount of money that will go back into the fund balance. The Board noted its appreciation of Diane Biondi's work on the project.

Samuel L. Simon moved and Herbert Lerner seconded the motion to approve spending up to \$500 to help defray some of the costs for holding the RCLS Annual Staff Appreciation Party. The motion carried with Marion M. Dumond and Ira Simon apposed. (motion 08-073)

Robert Hubsher reported that Orange and Rockland Utilities has checked and approved the solar photovoltaic equipment. Tuesday, September 16 the utility company will connect to our main panel grid. Robert Hubsher hopes the equipment will be running by the end of September.

Thursday, September 18 Brenda Adams and Chuck Conklin, RCLS Delivery and Building maintenance Supervisor will be meeting with the lawyer for the upcoming trial on the water damage suit. Robert Hubsher was told that an offer will be made to settle before the trial begins and he asked for the Board's direction. Ira moved to authorize Robert Hubsher to be in touch with Stephen L. Oppenheim if and when a settlement is offered. Melvin Wesenberg seconded the motion. The motion passed unanimously. (Motion 08-074)

Robert Hubsher reported the OverDrive Digital Bookmobile was very successful in Haverstraw with around 200 visitors. The bookmobile was somewhat less successful in Middletown. At the Orange County location, he encouraged the RCLS staff to visit. General reaction was amazement not only at the high tech vehicle but the technology being demonstrated. Everybody that tour the bookmobile was impressed. Channel 6 in Orange County came out and did a nice segment with interviews of an older gentleman and a young mother with children. Robert Hubsher hopes the bookmobile will return next year. He thought it was well worthwhile.

Wednesday, September 17 Robert Hubsher is meeting with the Town of Wallkill Planning Board to get an approval of the plans for tearing down the stone building and expanding the parking lot. We had a setback on this project because the Town of Wallkill will require that no additional runoff water enter the drainage ditch. As a result we are required to catch the water in a dry well or some method and this will increase cost of the project somewhat.

#### PERSONNEL ACTION

Kathleen Ubriaco, Automation Account Clerk, gave notice her last day would be Friday, September 19. The job was not what she thought it would be although the job description did describe the job accurately.

#### FINANCIAL REPORTS

- A. Marion M. Dumond moved and Ira Simon seconded the motion that the Treasurer's Report for August 31, 2008 be accepted as submitted. The motion passed unanimously. (motion 08-075)
- B. Marion M. Dumond moved and Norman R. Gallagher seconded the motion that the Fiscal Officer's Report for August 31, 2008 be accepted as submitted. The motion passed unanimously. (motion 08-076)
- C. Samuel L. Simon had examined the Vouchers for August 2008 and moved approval. Melvin Wesenberg seconded the motion. The motion passed unanimously. (motion 08-077)

D. Marion M. Dumond moved and Samuel L. Simon seconded the motion to approve the following budget adjustments.

To record State Aid received for State Correctional Facilities and allocate the funds for use. This amount is 2% less than applied for. The \$16,703 amount is the estimated payroll and benefits applicable to servicing the Correctional Facilities in 2008.

01.5.74104300.10	Office & Library Supplies	911	
01.5.74104330.10	Postage	2,500	
01.5.74104820.10	State Correctional Facilities-Appropriations	39,045	
01.3.90900000.10	Fund Balance	16,703	
01.4.38409000.10	State Correctional Facilities-Revenue		59,159

To reduce estimated revenue and matching appropriation codes to reflect 2% State Aid cuts.

01.4.38403000.10	LLSA-Local Library Services Aid	4,521	
01.4.38405000.10	Central Library Aid	4,736	
01.4.38406000.10	Central Book Aid	1,430	
01.4.38407000.10	Coordinated Outreach Grant	3,504	
01.5.74104910.10	Local Library Service Aid		4,521
01.5.74104900.10	Central Library Grant		4,736
01.5.74104103.10	Books/Central Book Aid		1,430
01.5.74104920.10	Outreach Funds – Not Assigned		3,504

To reduce estimated revenue and one appropriation code to reflect 2% State Aid cuts.

01.4.38400000.10	Basic Aid	30,361	
01.5.74104311.10	Telecommunications		30,361

The motion passed unanimously. (motion 08-078)

### CORRESPONDENCE

- A. Letter dated September 12, 2008 from Marlena F. Lange, Board President, Middletown Thrall Library to Stephen I. Oppenheim nominating Carl S. Berkowitz for the Orange County seat on the RCLS Board of Trustees.
- B. Letter dated September 15, 2008 from Samuel L. Simon to Assemblywoman Ellen C. Jaffee informing her of the System's financial future.
- C. Letter dated September 15, 2008 from Samuel L. Simon to Senator Thomas P. Morahan informing him of the System's financial future.
- D. A list of updated Board Committees including the two new ad hoc committees was distributed to the Board.
- E. Robert P. Knight noted that during Personnel and Finance Committee meeting there was a brief discussion regarding the fact that the Committee has eight members which constitutes a

quorum and requires these meetings to be public. The question was raised if the Committee should be changed. Marion M. Dumond stated that as it is so close to the end of the year, not to change the committees but to make sure there are not more than five members on any committee next year.

### VISITORS' COMMENTS

Randall Enos shared a report from the Daniel Pierce Library in Grahamsville on what the Summer Reading Program (SRP) means to everyone. Ira Simon noted the displays at the Legislative Breakfast depicted a lot of SRP pictures, which shows how much it means to the libraries. Randall Enos noted more and more libraries are having adult reading programs during the summer. Marilyn McIntosh commented the system is fortunate to have Randall Enos and the great resources he provides to the member libraries.

Robert Hubsher pointed out RCLS is having another Barnes & Noble Voucher Bookfair fundraiser Friday, September 26 – Sunday, September 28 at their Kingston, Nanuet, Newburgh and West Nyack locations. From this past summer's bookfair, RCLS received over \$2,000 from Barnes & Noble Booksellers.

### TALKING POINTS

Pat Soto will prepare the Talking Points for publication in the *RCLS Weekly Memo*.

### ADJOURNMENT

Ira Simon moved and Melvin Wesenberg seconded the motion that the meeting adjourn at 9:21 p.m. The motion passed unanimously. (motion 08-079)

## MOTIONS

- 08-067 Approval of the August 18, 2008 minutes
- 08-068 Acceptance of the second reading of the Bylaws
- 08-069 Acceptance of the variances as presented
- 08-070 Approval of the Preliminary Budget for 2009 as presented
- 08-071 Approval of the prices for attendance at the Annual Meeting - \$17.00 for library trustees, staff and Friends and \$19.00 for guests
- 08-072 Approval of the recipients of the three Annual Meeting Awards
- 08-073 Approval of spending up to \$500 to help defray some of the costs for holding the RCLS Annual Staff Appreciation Party
- 08-074 Approval to authorize Robert Hubsher to be in touch with Stephen L. Oppenheim if and when a settlement is offered for the water damage
- 08-075 Approval of the Treasurer's Report for August 31, 2008
- 08-076 Approval of the Fiscal Officer's Report for August 31, 2008
- 08-077 Approval of the Vouchers for August 2008
- 08-078 Approval of three budget adjustments
- 08-079 Adjournment