

Philmont Public Library  
101 Main Street  
Philmont, NY 12565

November 7, 2018

The regular November meeting of the Philmont Public Library Board of Trustees was called to order at 7:08 PM by President Nathaniel Drake. Also present were Secretary Faith Benson, Treasurer Jason Kenny, Director Tobi Farley, and Village Liaison Representative Barbara Sagal.

Public Comment: Sagal suggested that anyone signing letters to the public from the Friends of Philmont Public Library should identify his position in representing the Friends. Drake will raise this issue with the Friends.

A MOTION to accept the October 2018 minutes was made by Drake, seconded by Kenny, and unanimously approved.

Correspondence was presented by Benson and discussed.

The Treasurer's Report was presented by Kenny. The Library's Operating Fund currently totals \$56,639.38. The Petty Cash balance is \$42.79. Discussion included:

- 1) Confirming the Library's monthly cash balance with the Village Office:  
Farley will pursue this.
- 2) The total amount of the Library staff's salaries, which currently constitutes 53% of the Library's annual budget in comparison with the national average of 60%
- 3) The estimated cost of filling the currently vacant position of Assistant Library Director
- 4) Money received from the Town of Claverack

The Director's Report was presented by Farley. Topics discussed included:

- 1) Completion of the installation of two separate drop boxes provided by the Friends of Philmont Public Library by the rear entrance to the Library:
  - a. Labels with separate designations for the return of books vs. audio-visual media materials
  - b. Posting of Library hours
  - c. Notice of camera surveillance
- 2) Workshops on safe and effective methods of job search and filling out applications, to be run by Amy Sheak from COARC and held from 12:30 to 1:30 on the second Wednesday of every month beginning on November 14

- 3) December programs:
  - a. A children's ornament construction workshop
  - b. Holiday caroling
  - c. A performance by the Dancing Hands Puppet Troupe of "The Shoemaker and the Elves" at 1:00 on Thursday, December 27, sponsored by the Friends
  - d. Hay rides
- 4) \$3000 received from the Alexander and Marie Hover Foundation to be used toward the purchase of 6 new identical computers:  
Discussion included:
  - a. Some of the advantages of having these computers:
    - i. Being able to run one program simultaneously on all 6 computers, thereby allowing the presentation of a workshop
    - ii. The installation of "Deep Freeze", which will remove patrons' information accidentally left on computers
    - iii. Anti-virus protection
  - b. The need to supplement the amount of money received from the grant in order to purchase the 6 computers: A MOTION was made by Drake, seconded by Benson, and unanimously approved that the Board authorize the purchase of 6 new computers at the estimated cost of \$700 per computer.
- 5) Circulation in September and October

Old Business:

- 1) Signing of the Memorandum of Understanding between the Library Board and the Friends of Philmont Public Library
- 2) Filling the position of Assistant Director of the Philmont Public Library:
  - a. The need for this position:
    - i. Potential dangers of having Library employees working alone, particularly in the evening
    - ii. Providing back-up authority and patron supervision during crises being handled by an employee
    - iii. Complying with the Village's Violence-in-the-Workplace Training and standards of workplace safety mandated by NYS
  - b. Some additional advantages of having an Assistant Director:
    - i. Assistance with responsibilities such as the Library website, social media, emails, news media postings, etc.
    - ii. Providing an employee to run additional Saturday programs for children and adults
    - iii. Greater ability to run staff training (e.g., directing and managing teenaged patrons)
  - c. A MOTION was made by Benson, seconded by Kenny, and unanimously approved that the Board initiate plans to fill the vacant position of Assistant Director with a Provisional Assistant Director for 12 hours per week at the hourly salary of \$13.25.  
Benson will write a letter to the Village Board to this effect.

- 3) Library policies:
  - a. A MOTION was made by Drake, seconded by Kenny, and unanimously approved that the Board accept the following policies as previously revised and discussed during this meeting:
    - i. Friends of Philmont Public Library
    - ii. Local History
    - iii. The Karen A. Garafalo Cultural Center
    - iv. Young Patrons
    - v. Freedom of Information
    - vi. Computer Use
    - vii. Internet Use
    - viii. Wireless Internet Use
    - ix. Photocopier and Printer
    - x. Shredder
    - xi. Fax Machine
  - b. After discussion, a MOTION was made by Kenny, seconded by Benson, and unanimously approved that the Board revise the Library's Purchasing policy to raise the amount money allowed for the Director's discretionary purchase of items for the Library without prior approval of the Board of Trustees from \$500 to \$1000.
- 4) The Building and Grounds Committee: Drake will pursue finding community volunteers to join this committee, currently consisting of Bolevice.

New Business:

- 1) Attendance at the Columbia County Library Association's meeting at 8:30 AM on November 16 in the Chatham Public Library, during which the Association's budget will be discussed
- 2) Future donations to the Library

A MOTION to adjourn was made by Drake, seconded by Kenny, and unanimously approved at 9:08 PM.

The next Library Board meeting will be held at 7:00 on Wednesday, December 5, 2018.

Respectfully submitted,

Faith Benson, Secretary