

Philmont Public Library  
101 Main Street  
Philmont, NY 12565

December 5, 2018

The regular December meeting of the Philmont Public Library Board of Trustees was called to order at 7:04 PM by President Nathaniel Drake. Also present were Secretary Faith Benson, Treasurer Jason Kenny, Daniel Starr, and Director Tobi Farley.

A MOTION to accept the November 2018 minutes was made by Drake, seconded by Kenny, and unanimously approved. It was agreed to send the Board's monthly minutes to the Friends of Philmont Public Library as well as to the Village Liaison Representatives.

Correspondence was presented by Benson and discussed. A list of post-holiday Library events was sent to the Register-Star and The Columbia Paper. There has been no reply from the Village to our letter of November 9, 2018, about filling the vacant position of Assistant Director with a Provisional Assistant Director for the 2019-2020 fiscal year.

The Treasurer's Report was presented by Kenny. The Library's Operating Fund currently totals \$49,648.04. The Petty Cash balance is \$4.29. Discussion included:

- 1) The Library's Budget: Following discussion, A MOTION to accept the 2019-2020 Library Budget was made by Starr, seconded by Benson, and unanimously approved.
- 2) The relative costs of books vs. e-books and other on-line publications, now and in the future
- 3) Donating the Library's old computers after their replacement: Starr will pursue this.
- 4) The cost of hiring a Provisional Assistant Director before the 2019-2020 fiscal year

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

- 1) Regular use of the drop boxes at the rear of the Library, and removal of the old one in the front
- 2) Holiday decorations provided by the Friends and by Terry Shedrick and Emerald McIsaac-O'Dowd
- 3) The fourth annual holiday ornament workshop for children at 11:00 on Dec. 8
- 4) "The Shoemaker and the Elves", to be presented by the Dancing Hands Puppet Troupe at 1:00 on Dec. 27 and sponsored by the Friends
- 5) Story Hour's changing to 11:00 on Wednesdays beginning in January

- 6) Coordinating with Head Start in Philmont for the Library's "1000 Books before Kindergarten" program
- 7) Farley's attendance at the Dec. 13 meeting of the Claverack Town Board:
  - a. To report on Philmont Library's programs, which benefit all of Claverack, including those who live outside the Village of Philmont
  - b. To report on the regular collaboration of the Directors of the Philmont Public Library and the Claverack Free Library to provide ongoing service to the Town of Claverack and surrounding areas
  - c. To offer the Library's assistance with outreach to seniors
  - d. To offer the Library's help in the completion of the 2020 census
- 8) Homework help that will be offered after school every Wed. beginning in January by Jane Case, former Vice-Principal of Taconic Hills Central School
- 9) Different ways that Library programs are and can be advertised in the community
- 10) A drop in circulation
- 11) January soup sales

Committee Report: Benson presented research into public notification of committee meeting dates, notes taken during committee meetings, and trustees' membership on committees. These issues will be pursued with MHLS and/or the Village lawyer.

Old Business:

- 1) Farley's posting of requirements for an Assistant Director/Program Support Specialist, as well as the responsibilities of that position
- 2) Library policies: A MOTION was made by Starr, seconded by Drake, and unanimously approved that the Board accept the following policies as previously revised and discussed during this meeting:
  - a. Board of Trustees
  - b. Internet Use
  - c. Wireless Internet Use
- 3) Discussion of the scope and desired features of possible Library renovations in the future, as well as the advantages of using architects with specific experience and expertise in library renovation

New Business:

- 1) "A Universe of Stories", the theme of the Library's 2019 summer program
- 2) Pros and cons of putting up a screen on the pavilion
- 3) A new logo for the Library: Benson will contact a graphics artist.

A MOTION to adjourn was made by Starr, seconded by Benson, and unanimously approved at 9:03 PM.

The next Library Board meeting will be held at 7:00 on Wednesday, January 2, 2019.

Respectfully submitted,

Faith Benson, Secretary