

Minutes of the Re-organization Meeting
of the Board of Trustees of Mahopac Public Library
Wednesday, July 6, 2016

Attending: Kristine Bunyea, Frank Del Campo, Elizabeth Costello, Thomas Honohan, Lee Markowitz, Alice Walsh, Joseph Tock

Absent: Anthony Battista (excused), Scott Weiss (excused)

Also attending: Rita Covelli, Fran Harrison

Director: Michele Capozzella

Recorder: Debra Feiman

Kristine Bunyea called the meeting to order at 7:01 pm.

Michele Capozzella circulated a Conflict of Interest statement to be read and signed by each Trustee. All distributed statements were signed and returned to Michele.

Friends Report

- Frank attended the Friends meeting at 6:00 pm on Wednesday, July 6. Rita Covelli, the Assistant Director, attended the meeting as well.
- The Library's Use of Materials policy, including the Health and Safety revisions, was reviewed for the Friends. The proper handling and inspection of materials donated to the Book Barn was also discussed.
- Frank reported that the Friends now have 90 members.
- The new members of the Friends Executive Board are: Carole Garcia – President, Kathi Heiber – Vice-President, Susan Grant – Treasurer, Gabby DiNizo – Recording Secretary, and Sheelagh Kaplan - Corresponding Secretary.
- Frank stated that the Friends fiscal year runs from January 1-December 31 which is different from the Library's fiscal year (July 1-June 30).
 - Book Barn sales to date (Jan-June) equal \$12,583.
 - There is currently \$36,518.16 in the Friends bank account.
 - The Friends contributed over \$25,000 to the Library for programs, collection development, and equipment purchases in 2015.
- Frank and Lee will alternate their attendance at the Friends monthly meetings.

Oath of Office

The members of the Board of Trustees attending this re-organization meeting read the Oath of Office in unison and signed the Oaths. Fran Harrison notarized the signatures and departed the meeting.

Nomination and Election of Officers

Joseph Tock reported that the Board Development Committee nominates Kristine Bunyea to serve as President of the Mahopac Public Library's Board of Trustees.

Kristine Bunyea nominated the following candidates as Officers:

- Vice-President and Parliamentarian: Alice Walsh
- Secretary: Frank Del Campo
- Financial Director: Thomas Honohan

The nominations proceeded.

- **MOTION:** Alice Walsh made a motion, seconded by Frank Del Campo, to nominate Kristine Bunyea as President of the Mahopac Public Library Board of Trustees.
MOTION: Frank Del Campo made a motion, seconded by Alice Walsh, to close nominations for President.
- **MOTION:** Frank Del Campo made a motion, seconded by Joseph Tock, to nominate Alice Walsh as Vice-President and Parliamentarian of the Mahopac Public Library Board of Trustees.
MOTION: Frank Del Campo made a motion, seconded by Elizabeth Costello, to close nominations for Vice-President.
- **MOTION:** Alice Walsh made a motion, seconded by Elizabeth Costello, to nominate Frank Del Campo as Secretary of the Mahopac Public Library Board of Trustees.
MOTION: Alice Walsh made a motion, seconded by Joseph Tock, to close the nominations for Secretary.
- **MOTION:** Alice Walsh made a motion, seconded by Frank Del Campo, to nominate Thomas Honohan as Financial Director of the Mahopac Public Library Board of Trustees.
MOTION: Alice Walsh made a motion, seconded by Frank Del Campo, to close the nominations for Financial Director.
- **MOTION:** Alice Walsh made a motion, seconded by Joseph Tock, to have the Secretary cast a single unanimous vote for the nominated candidates. All in favor, motion is passed.
Frank Del Campo cast a single unanimous vote.

Committee Chair Positions for Fiscal Year 2016-2017

Kris recommended that work and goals of the Information Technology (IT) Committee be folded into other committees including Buildings and Contracts, Planning, and Advancement. The IT committee was originally established in July 2012 to create policy and make decisions regarding the technology issues affecting the Library at that time. The Trustees agreed that it made sense to incorporate the work of the IT committee into other committees; Frank requested that Michele keep the Board informed of any IT issues occurring at the Library.

- Advancement and Public Relations – Elizabeth Costello, Chair
- Board Development and Nominating – Joseph Tock, Chair
- By-laws and Policy – Lee Markowitz, Chair
- Finance – Thomas Honohan, Chair
- Personnel – Frank Del Campo, Chair
- Planning – Alice Walsh, Chair
- Building and Contracts – Anthony Battista, Chair

Kris stated that the chairs should choose their committee members. Michele mentioned that Scott Weiss is willing to work with the Planning and/or the Advancement Committee. He also has a financial background; he plans to speak with Michele to get more information about each of the Board committees.

Kris stated that the Committee chairs should establish goals for their committees and present them to the full Board. Non-Board members can be invited to join the Advancement, Building, and Planning Committees as Ad hoc members.

Appointments to the Board:

- Michele Capozzella appointed as Treasurer
- Rita Covelli and Mary De Bellis appointed as Assistant Treasurer
- Debra Feiman appointed as Board Recorder

MOTION: Joseph Tock made a motion, seconded by Alice Walsh, to approve the appointments to the Board of Trustees. All in favor; motion is passed.

Other appointments

MOTION: Alice Walsh made a motion, seconded by Joseph Tock, to maintain Mahopac Public Library's current legal counsel – Thomas, Drohan, Waxman, Petigrow & Mayle LLP. All in favor; motion is passed.

MOTION: Alice Walsh made a motion, seconded by Joseph Tock, to maintain the Library's outside auditor, Joseph DaPonte & Company. All in favor; motion is passed.

MOTION: Thomas Honohan made a motion, seconded by Alice Walsh, to designate Tompkins Mahopac Bank, PCSB Bank, and Putnam County National Bank, for the deposit of public funds. All in favor, motion is passed.

Michele Capozzella read the resolution appointing the following individuals as official signatories for Mahopac Public Library: Kristine Bunyea, Alice Walsh, Thomas Honohan, Michele Capozzella, Rita Covelli, and Mary De Bellis.

MOTION: Thomas Honohan made a motion, seconded by Alice Walsh, to adopt the resolution as read. All in favor; motion is passed.

Calendar Dates for 2016-2017 Monthly Board Meetings

The following dates were set by the full Board:

2016

August 10

September 28

October 26

November 16

December 14

2017

January 25

February 22

March 22

April 26

May 24

June 5 – Annual Meeting

June 6 – Budget Vote

June 28

July 5 – Re-organization meeting

Approval of minutes

The minutes of the Board of Trustees meeting held on Wednesday, June 22, 2016, were accepted as read.

Secretary's Report

None

Financial Director's Report

- Henschel Trust funds, in the amount of \$170,221.22, were moved from TD Bank to Putnam County National Bank. The money was put into 5-year CD at 1.4% interest.

Library Director's Report

Action items:

Accept the resignations of:

- Owen Fruhmman, Library Page, as of June 20, 2016;
- Amy Zallo, Library Page, as of June 20, 2016;
- Cassandra O'Connor, Library Page, as of June 21, 2016;
- Kivanc Batirbek, Library Page, as of July 28, 2016;
- Frances Harrison, Librarian II, as of August 19, 2016.

Appointments:

- Provisionally appoint Laura Crisci, Librarian I, to the position of Librarian II at the rate of \$23.50/hour. Laura is provisionally appointed until she can take the Librarian II Civil Service test.
- Appoint Lea Kravis to the position of Library Page as of May 27, 2016, at the rate of \$9.00/hour.

Salary Adjustment:

- Increase the salary of Cheryl Harlen to \$30.15/hour to be commensurate with the other Department Heads at Mahopac Public Library. Cheryl has the largest department at the Library and is doing a great job as head of Reader's Services.

All salary increases are effective in the current fiscal year (7/1/16-6/30/17).

Frank asked whether the staff salaries are reflective of Civil Service guidelines or salary caps. Michele stated that Civil Service does not establish salary guidelines; she will review the Civil Service material and speak with Paul Eldridge to confirm that the salaries can be set at the discretion of the Director.

MOTION: Alice Walsh made a motion, seconded by Frank Del Campo, to accept the resignations as listed in the Library Director's report. All in favor; motion is passed.

MOTION: Alice Walsh made a motion, seconded by Elizabeth Costello, to accept the appointments as listed in the Library Director's report. All in favor; motion is passed.

MOTION: Alice Walsh made a motion, seconded by Frank Del Campo, to increase the salary of Cheryl Harlen to \$30.15/hour effective July 6, 2016. All in favor; motion is passed.

Warrant List

Thomas Honohan made a motion, seconded by Alice Walsh, to approve expenditures noted on the warrant list dated July 6, 2016, in the amount of \$61,283.97.

All in favor; motion is passed.

Friends Report Addendum

Rita Covelli reported on the upcoming Friends activities. The Friends will support the cost of a table at the Mahopac Street Fair to be held on Saturday, October 1. The table will be run by Library staff and Board members; a few of the Friends may also volunteer to help at the table.

The Friends are planning to re-write and update their membership brochure this year.

It was noted that Library staff members, and many of the Book Barn volunteers, are not members of the Friends. Discussion followed regarding voting and non-voting members of the Friends.

By-Laws and Policy Committee Report

Frank reported on the Patron Privacy Policy and the Security Camera Policy.

Michele stated that the Library is following proscribed laws by following the Patron Privacy policy.

A question was raised regarding the Patriot Act (Patron Privacy Policy FAQ's): if an agent of government presents a subpoena to the Library for information about a patron, is the Library required to provide the requested information. Michele stated that the proper procedures must be followed, and all of the paper work must be in order, before any information is provided to an agent of government.

- Elizabeth suggested the following change to the following paragraph:
Q: How does the Patriot Act affect my privacy?
A: Representatives of any local, state, or federal government, with a valid subpoena or search warrant may obtain your records. ~~With the~~ **Under the** Patriot Act, there are additional

~~restrictions on the library which prohibit~~ library workers are prohibited from informing you, or any other entity, that federal agents have obtained records about you in accordance with the statute.

Tom asked about the waiver that must be signed in order for a neighbor/friend/family member to pick up reserved materials for a patron. Michele stated that the waiver is “enduring” meaning that it only needs to be signed once in order for someone other than the patron to pick up their material.

The waiver can be revoked by the patron at any time.

The Board was reminded that the Library does not share patron email addresses, and does not use them for any purpose other than as requested by the patron.

The Board discussed the Security Camera policy:

- Frank asked about public access to security camera footage. The police department may have access to the security camera footage, however all requests would be handled at the discretion of the Library Director.

Discussion followed. Michele will be talking with security companies to update our security camera system in the future.

MOTION: Frank Del Campo made a motion, seconded by Alice Walsh, to approve the Patron Privacy Policy and the Security Camera Policy with the amendments recommended to the Patron Privacy Policy. All in favor; motion is passed.

Kris thanked Michele for inviting Matthew Frye from Cornell Cooperative Extension of Putnam County to speak at the full staff meeting scheduled on July 11.

Lee asked about the security of the cash drawer at the Circulation Desk. Michele stated that further research and training is needed before we update the system of financial transactions at that desk.

Citizens’ Comments

None

Old Business

None

MOTION: Alice Walsh made a motion, seconded by Joseph Tock, to adjourn the meeting. All in favor, motion is passed.

The meeting was adjourned at 8:05 pm.

Respectfully submitted,

Debra Feiman
Board Recorder