

PATTERSON LIBRARY
BOARD OF TRUSTEES MINUTES
February 18, 2020

Trustees Present: Becky Cutrera ~~George M. Disbrow~~ Donald Ferraro Judy Ferraro
Carolyn Guigliano Marna Howarth Ruth McGoldrick Karen Powers

Judy Ferraro arrived at 6:53 pm at the start of the 414 Proposition vote

Staff Present: Stephanie Harrison, Tara Montini

Meeting called to order: By Don at 6:30 PM with the Pledge to the Flag.

Public Comment: None

Approval of previous minutes –

- Motion to accept the minutes of January 14, 2020 made by Don, seconded by Marna; all in favor, approved.

Director's Report Highlights: Stephanie -

- The 414 check was deposited into our Putnam County Savings Bank checking account on February 14.
- Building and Grounds - We signed a contract with Superior Telephones and our new phone system will be installed Wednesday and Thursday of this week. There will be no change to phone numbers and extensions. We will have caller ID, certain people will be able to get voicemail sent to email, and it will be easier to transfer messages. We can also have a pre-recorded message saying the library is currently closed for evenings, Sundays and holidays, etc, and it will be easier to put snow day messages up.
- The Line Dancing program was last week at Bull and Barrel. It was a lot of fun and it was very well attended.
- Questions:
 - Administrative staff working on a tutoring policy - Clarification that this is the same policy being voted on tonight and that staff had input on it.
 - Giving Tag Program- Reusable bags purchased at Acme have a "Giving Tag" attached that allows the shopper to direct the \$1 purchase donation to any cause of their choice, one of which is now the Patterson Library. The Pawling Library director contacted Stephanie because his library was chosen as Acme's charity of the month (this program gives any Giving Tag money not earmarked for a particular non-profit to the designated charity of the month) and he wanted to tell her about the program. After hearing about this, Stephanie signed the Patterson Library up to participate in this program.
 - Dress Code - Administrative staff is updating the current dress code because it is vague and there have been requests to make it more clear. They are working on clarifying it and having it reflect current standards being adhered to.

Treasurer's Report: Ruth -

- Bill List -
 - Motion to approve the List of Cash Disbursements and Expenses, for the end of January and beginning of February, as of February 18, 2020, made by Ruth, seconded by Marna; all in favor, approved.

- Treasurer's Report -
 - The monthly financials for January have not come out yet.

Secretary's Report: Judy - Not present

Committee Reports:

Budget and Finance: Ruth- Nothing to report

Bylaws and Policy: Becky -

- Met on February 10 and will meet again on March 2 and we will focus on technology policies at that meeting.

Emergency Management: George - Not present

Government Outreach: Karen -

- Karen went to last Wednesday's Town Board meeting. She didn't talk about programs at the end of the meeting because of other issues being discussed. After waiting until 9 pm, Karen gave the town clerk the brochures and flyers and left the meeting.

Nominating: Judy - Not present

Personnel: Judy - Not present

Ad Hoc 414: Karen -

- The committee made up of staff and trustees met on February 11. They went over the proposition wording, made some future plans, and discussed signature collection and how we need to start earlier this year, in late March. After the next meeting, Karen will send out an email about signing up for signature rotations at the library, post office, and Putnam Lake Market. She will contact Mondy and see if he will help. We need to branch out to get different people and need to know how to respond to people who say no or ask questions. We will give the talking points handout to people to help answer questions and this handout will also help everyone be on the same page. The petition update was also done at this meeting.

Ad Hoc Expansion of Services: This committee is coming together and will get started soon.

New Business:

- **Blue Sky Goals and Objectives**
 - Motion to accept the Patterson Library Board of Trustees' Blue Sky Goals and Objectives for 2020 made by Ruth, seconded by Becky; all in favor, approved.
- **2019 Annual Report**
 - Motion to accept the 2019 Patterson Library NYS Annual Report made by Karen, seconded by Carolyn; all in favor, approved.
- **414 Ballot Proposition**
 - Don - We have to word the proposition in a certain format and this is what will be on the ballot on election day . Don read the proposition aloud.
 - There was a discussion about the word "annual" appearing at both the start and the end of the proposition wording, because "annual" at the start sounds like we are increasing every year. However in the past, this wording is what has been used in our propositions.

Stephanie looked at the Inch by Inch document that helps libraries plan their 414 campaigns, and the sample proposition wording in this document has both annuals in it.

- Motion to approve the Proposition for the Budget Increase for Patterson Library that will be placed on the election day ballot in 2020 as follows,

PATTERSON LIBRARY'S BUDGET WAS LAST INCREASED BY PUBLIC VOTE IN 2016. THE PROPOSED BUDGET INCREASE FOR 2021 WILL SUSTAIN AND EXPAND QUALITY PROGRAMS, MATERIALS AND SERVICES; MEET RISING COSTS; AND COMPLY WITH NYS MANDATED WAGE INCREASES. THE REQUEST FOR ADDITIONAL FUNDING IS AS FOLLOWS:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF PATTERSON FOR THE PATTERSON LIBRARY BE INCREASED BY \$144,885 (ONE HUNDRED FORTY-FOUR THOUSAND EIGHT HUNDRED EIGHTY-FIVE DOLLARS) TO THE SUM OF \$1,018,468 (ONE MILLION EIGHTEEN THOUSAND FOUR HUNDRED SIXTY-EIGHT DOLLARS) ANNUALLY?

made by Ruth, seconded by Karen; 6 in favor (Don, Ruth, Judy, Carolyn, Karen, Becky), 1 abstention (Marna), approved.

- **414 Talking Points**

- Karen passed out a draft of the talking points handout and a discussion ensued on how to use them with the public.
- An increase percentage, statistics, and other information will go out with future mailings (in the annual report and postcards). Money for postcards will come from the Friends and any future donations not specifically targeted, if needed. For the future, we need to think of establishing a fund for this purpose from donations if we don't have a Friends group (only for vote yes material).
- Talking points will be edited for grammar, etc.

- **Tax Cap Override**

- Motion to approve the Override the Tax Cap 2% as follows,

Whereas, the adoption of the 2021 budget for the Patterson Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Patterson Library voted and approved to exceed the tax levy limit for 2021 by at least the sixty percent of the board of trustees as required by state law on February 18, 2020.

made by Ruth, seconded by Marna ; all in favor, approved. Unanimous approval.

- **Tutoring Policy - Becky**

- We worked on this policy at the last meeting but some members have concerns that it sounds harsh/hostile. Becky looked at our other policies and none are warm and fuzzy. She doesn't think they need to be because they aren't marketing or PR tools. They're tools for staff to help guide them in making sure everyone (staff and patrons) are following the rules, displaying appropriate behavior, and being nice to one another.

- Discussion on this policy commenced.
 - Policy is more about what tutors can't do instead of what they can do.
 - Policy is not handed out to everyone, only if rules are broken or it's asked for.
 - Are there issues going on? Stephanie - Yes. There are issues and the need for a quiet space was discussed and how the Study Room is only space for this.
 - The Community Room will be opened when not in use for tutoring and others to use.
 - MHLS also recommends this policy.
 - We borrowed wording from other library tutoring policies and adjusted it to our needs.
 - Should we add an opening statement to say we welcome tutors? Don - No. Policies are legal documents. Tutors make money and use the space for free. This is meant as a guideline and gives staff a way to restrict tutors who don't abide by our rules. It covers us in case we are sued or patrons give us pushback. Gives us protection and the document helps us to enforce the Study Room as a quiet space.
- Motion to adopt the Tutoring Policy made by Becky, seconded by Judy ; all in favor, approved. Unanimous.

Trustee Observations - Trustees commented on the meeting.

Motion to adjourn made by Carolyn, seconded by Karen; meeting adjourned at 7:40 PM.

Next meeting: Tuesday, March 17, 2020 at 6:30 PM