

**APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES ANNUAL MEETING
APRIL 8TH, 2018**

Present

Dot Balko, Secretary

Bruce Charbonneau

Jeremy Darman

AnnaLee Giraldo, Director

Lee Jamison

Michael Leonard, Treasurer

Jane Jessup Mayer

George Mayer

Bernadette Powis

Marian Sole

Gary Spielmann, President

Jim Tuttle

Karen Vecellio, Vice President

Mark Wilson

Excused

Guests

Judy Van Allen, bookkeeper; Marie Orlando, Friends of the Library

Call to Order/Announcements: Spielmann called the meeting to order at 7:02pm. He informed the board that Matt Cabral has resigned from the board, and thanked him for his time and assistance as a trustee. He also informed the board that a number of trustees have signed up for the trustee education workshop being held at the library in May.

Wilson reported that the New York State budget has reduced the amount of construction aid for libraries, while library funding has remained flat.

Public Comments:

March Minutes: Minutes were distributed in advance for review. A motion to accept the minutes was made by Vecellio, seconded by Sole, and passed without dissent.

Friends of the Library: Orlando showed a NYLA article in which the Friends were featured. She informed the board that the Friends have donated an additional \$1,000 to help promote local authors. The Friends have also developed a new marketing plan for the Kinderhook Folk art project, which involves selling the prints in limited editions through a private art dealer.

Director's Report: Giraldo distributed the director's report and quarterly statistics in advance for review. She reported that a number of areas are up, but it looks like there is a marked decrease in visits due to a fault with the previous door counter. She informed the board that she is one of two candidates on the ballot for NYLA president this year, and voting will occur between June and July. She also discussed the newest newsletter, professional development, National Library Week, and the upcoming ULU conference she will be attending. She also discussed the upcoming Drag Queen Story Hour event being held at the library, and certain talking points if community members have questions or concerns.

Treasurer's report: Leonard distributed the Profit & Loss report in advance for review. He also discussed the updated financial report, which includes all current accounts held by the library.

He informed the board that the income is on par with what was budgeted, and that fundraising appears to be going well.

February Expenditures: Sole reported on the Capital Campaign check register (\$87, 598.46), operations check register (\$11,619.92), and two Visa bills (\$577.69 and \$1,392.24).

March Expenditures: Balko volunteered to review the March expenditures for the May meeting.

April Expenditures: Darman volunteered to review the April expenditures for the June meeting.

Nominations Committee: Wilson informed the board that there were two vacancies on the board to be filled, with four individuals applying to the position. The committee has met with all candidates, and recommends Ann Birckmayer and James Fleming to fill the vacancies. The committee has recommended that the other two candidates be asked to serve as community representatives assisting the Operations committee. With the committee's recommendation, the board will hold a final vote at the May meeting.

He informed the board that the selection process should require existing board members to restate their interest when their terms are up, requiring letters of intent from expiring trustees.

Building and Grounds Committee: Jessup Mayer informed the board that they will look at insurance options every 2 to 3 years. The committee has decided to continue with the library's current provider since the current policies end in June. The committee will compare other policies in 2020.

Operations Committee: Vecellio reported that board trustees should be signing a conflict of interest statement each year, so she will distribute copies at the May meeting. Rebekkah Smith-Aldrich, director of MHLS, has offered to meet with the operations committee on April 17th to discuss long-range planning.

Finance Committee: The committee recommended that the director's evaluation, which has been held in April, be moved to the fall of the year when the budget for the next year is being developed. Any approved increase in compensation can then be included in the proposed budget. Any such increase would become effective January 1, the start of the budget year. This process would begin in the fall of 2019, which would result in two evaluations occurring this year only. A motion to move the director's evaluation to the fall of the year was made by Tuttle, seconded by Sole, and passed without dissent. Leonard reported that the committee will now determine a date for the evaluation.

Building Construction: Charbonneau is meeting with the historic preservation committee to present the new fence for approval. The committee is addressing drainage issues on the library lawn and has discussed the removal of the side walkway to help fix these issues. The committee also discussed replacing the 500 gallon fuel tank with a 1,000 gallon tank in the front yard. A motion to allow the engineer to make these changes and regrade the lawn to fix the drainage issues was made by Tuttle, seconded by Powis, and passed without dissent.

Technology Update: Giraldo met with Phil Sherman regarding technological upgrades in the library. The current technology is working well, including the new VoIP phone system.

Fundraising Committee: Sole reported that the committee is moving along with sponsorship fundraising. The committee is also continuing to look into putting together the mailing of an annual appeal to the community. The anticipated cost of the mailing would be approximately \$2,100.

Audit Committee: Nothing to report.

Old Business

New Business

Public Comments

Sunday Coverage:

Apr. 14 Powis	Apr. 21 CLOSED	Apr. 28 Leonard	May 5 Darman
May 12 Sole	May 19 Mayer		

Next meeting: May 13th, 2019

Adjournment: The board went into executive session at 8pm. A motion to adjourn was made by Jessup Mayer, seconded by Jamison, and passed without dissent.