

APPROVED MINUTES
**KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 13, 2020**

Present

Patricia Altman
Dot Balko
Ann Birckmayer
Bruce Charbonneau
AnnaLee Dragon, Director
Jim Fleming
Lee Jamison
Michael Leonard, Treasurer

George Mayer
Kathryn Schneider, Secretary
Marian Sole
Gary Spielmann, President
Jim Tuttle
Karen Vecellio, Vice President
Mark Wilson

Excused

Dot Balko, Bernadette Powis

Guests

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

Call to Order/Announcements: Spielmann made his appreciation for the trustees and Library staff known during the COVID-19 quarantine. He has spoken with community members about the Library being closed, and informed the board that people seem to understand the tough position that the Library is in.

Public Comments:

March Minutes: A motion to accept the March minutes was made by Fleming, seconded by Tuttle, and passed without dissent.

Friends of the Library: Orlando informed the board that the Friends will not likely be holding their June book sale due to the COVID-19 outbreak. They are discussing whether to postpone the sale to the summer, or to cancel the sale altogether and focus on their fall book sale.

Director's Report: Dragon distributed the director's report and quarterly statistics in advance for review. Dragon informed the board that she has been having weekly meetings with Mid-Hudson about handling the situation, and that the Library has been engaging patrons online through the website and social media. She is working with the Ichabod Crane school district to find ways that the Library can help support the children and the school. MHLS is developing an opening plan for member libraries to reopen throughout the system when the time is right. The trustees thanked Dragon for her weekly email updates.

Treasurer's report: Leonard pointed out that the Library has eliminated the Capital Campaign account and transferred the balance to Key Bank. The committee is looking into possibilities that offer higher interest rates.

Leonard informed the board that the finance committee approved certain expenses, such as an additional phone line that directly contacts the fire department, as mandated by law. He also reminded the board that the finances will be unusual due to the unique situation that the Library is currently in.

February Expenditures: Powis will review the February expenditures for the May meeting.

March Expenditures: Sole will review the March expenditures when the Library reopens.

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

Building and Grounds Committee: Dragon informed the board that the Library is continuing to pay the cleaning service, and that they did a deep clean after the Library closed. She also has spoken to Harry Birckmayer about landscaping, which will continue as scheduled.

Wilson delivered an RFP to insurance vendors for bids due on April 15th. A couple of vendors have asked for extensions, and Wilson requested that vendors have a final proposal by the end of April so that the board can vote on it at the May meeting. He has only heard from two vendors so far.

Finance Committee: Leonard discussed the Paycheck Protection Program with the board. The committee recommended that because the Library had already budgeted for the years' salaries, the Library should not apply for PPP. This was also the recommendation from MHLS.

Operations Committee: Nothing to report.

Fundraising Committee: Sole discussed the difficulties of fundraising at this moment in time, but informed the board that the Library has received over \$2,300 from local businesses despite the lockdown. Orlando mentioned that the Friends will still be able to fulfill their fundraising commitment for the year.

Old Business

Fines Policy: Dragon is still working on developing a policy for going fine free, and will follow up with MHLS once libraries reopen.

Board Meeting Schedule: Spielmann discussed meeting time possibilities with the board. Dragon will create a poll for trustees to fill out and see if the board can find a time that works for most members.

New Business

Public Comments

Sunday Coverage:

Apr. 19 CLOSED **Apr. 26** CLOSED
May 10th Wilson **May 17th** Fleming

May 3rd Leonard
May 24th Altman

Next meeting: May 11th, 2020

Adjournment: A motion to adjourn was made by Vecellio, seconded by Altman, and passed without dissent. The meeting was adjourned at 7:50pm.