

APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 12TH 2016

Present

Dot Balko, Secretary
Bill Better
Matt Cabral
Bruce Charbonneau, Treasurer
Jeremy Darman
AnnaLee Giraldo, Director
Michael Leonard
Lee Jamison

George Mayer
Elizabeth Phillips
Marian Sole
Gary Spielmann, President
Jim Tuttle
Karen Vecellio, Vice President
Mark Wilson

Excused

Jane Jessup Mayer

Guests

Anthony Scalzo, Judy Van Allen

Call to Order: Members in attendance constituted a quorum. Spielmann called the meeting to order at 7:00pm.

Announcements: None.

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

Friends of the Library: Jamison reported that the Friends organization has approximately 152 members, and that the Feed & Seed has been cleared out. The next general membership meeting will be occurring on January 15th immediately preceding a travelogue presentation by Wendy Spielmann.

Director's Report: Circulation statistics were distributed in advance for review. Giraldo thanked the board and everyone else involved in the opening of the Reading Porch on December 10th. She informed the board that the newsletter is currently at the printers and will be distributed by early January; the next staff development day will take place early in 2017; the Library has a new Aerohive router, which provides patron usage statistics; and upcoming programs and events.

Treasurer's report: Charbonneau reviewed the Profit & Loss Report for the board.

October Expenditures: Darman reported on and approved the October Check Register (\$13,433.42) and Visa bill (\$1,145.15).

November Expenditures: Balko volunteered to review the November expenditures for the January meeting.

Audit Committee: Scalzo reported that he has completed the library's audit for the year. He found everything in order, and had made minor recommendations to the finance and audit committees for the future. He reviewed specific aspects of the Library's funds for the board, and asked the trustees if they had any questions or concerns. Tuttle requested that the audit process be started earlier, so that the final report will be ready earlier in the year. Scalzo agreed that this would not be a problem, and planned to begin by late spring.

The audit committee recommended that the board accept the audit. A motion to accept the report was made by Mayer, seconded by Tuttle, and passed without dissent.

Building and Grounds Committee: Giraldo reported that C&E Rothermel, Inc. repaired a leak in the basement and assisted in winterizing the spigot outside of the library. She also reported that Hall's Construction has been cleaning the yard in preparation for the winter.

Finance Committee: Nothing to report.

Operations Committee: Vecellio informed the board that the committee is reviewing the personnel policy to ensure that the Library complies with new laws concerning overtime hours, as well as other policy updates.

Building Construction: Charbonneau informed the board that the Reading Porch is nearly completed, but is still waiting on closers for the doors and shades for the windows, both of which will be installed in the coming weeks.

Fundraising Committee: Tuttle informed the board that he and his son are considering a large donation to help maintain the momentum of the construction project. He proposed that a conversation with the architect, fundraising committee, contractor, and other relevant parties regarding the expansion begin immediately to discuss the progress of the capital campaign and library expansion.

The board discussed the details of various strategies for advancement, particularly focusing on the merits a Design—Build strategy. Committees will meet with architects at Butler Rowland Mays Architects during the week of December 19th to discuss timelines and necessities. The fundraising committee will also seek out potential large donors to gauge their interest in the proposal.

Jamison raised the issue that the Library's policies currently require going to bid for projects of this size, whereas a Design—Build system avoids the bidding process. Spielmann concluded the discussion by identifying the roles of each committee and by reminding the board that they can make resolutions to change policies as needed.

Old Business

2017 Budget: A motion to approve the 2017 budget was made by Better, seconded by Tuttle, and passed without dissent.

New Business

Trustee Officers for 2017: Wilson announced that nominations are open for officers for the executive committee, and that the nominating committee would like all nominations in by the first week in January.

Davie's Portrait: Better presented to the board a portrait of the wife of Mr. George Davie, whose portrait currently hangs in the library. He donated the portrait to the library. Spielmann thanked Better for the donation, and Tuttle recommended hanging the portrait beside its match and purchasing a plaque to place beneath them.

Sunday Coverage:

Dec. 18th Charbonneau	Dec. 25th Closed	Jan. 1st Closed	Jan. 8th Better
Jan 15th Balko	Jan. 22nd Sole	Jan 29th Wilson	

Next meeting: January 9th, 2017

Adjournment: A motion to adjourn was made by Leonard, seconded by Sole, and passed without dissent. Meeting was adjourned at 8:17 pm.