

APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 9TH 2019

Present

Dot Balko, Secretary
Ann Birckmayer
Bruce Charbonneau
Jeremy Darman
AnnaLee Dragon, Director
Jim Fleming
Lee Jamison
Michael Leonard, Treasurer

George Mayer
Bernadette Powis
Kathryn Schneider
Marian Sole
Gary Spielmann, President
Jim Tuttle
Mark Wilson

Excused

Karen Vecellio

Guests

Judy Van Allen, bookkeeper; Marie Orlando, Friends of the Library; Anthony Scalzo, CPA; Frank and Sandra Montagano

Call to Order/Announcements: Spielmann called the meeting to order at 7:02pm. He informed the board that election of 2020 board officers will occur in January, and asked that any interested trustee speak with Wilson ahead of the meeting. Wilson will reach out to trustees whose terms are expiring in March of 2020.

Public Comments: Guests Frank and Sandra Montagano spoke up to raise concerns about video surveillance in the Library, stating that they do not believe that the cameras are necessary, and that at the very least the public should be made aware that cameras are being used.

Spielmann addressed the Montaganos' concerns by discussing the importance of having two staff members able to keep an eye on the full building to ensure the safety of all. He thanked the Montaganos for attending, and requested that the operations committee review the issue and be sure to include wording in a policy regarding the cameras.

November Minutes: A motion to accept the minutes was made by Tuttle, seconded by Leonard and passed without dissent. Wilson noted that he was not in attendance at the November meeting, and the minutes will be updated to reflect that.

Audit Committee: Mayer introduced Anthony Scalzo, who completed the Library's audit for fiscal year 2018. Scalzo distributed copies of the audit for trustees, and reviewed the information included. He fielded questions from trustees on specific reports and lines, and informed the board that the

Library has managed and tracked its finances well. The trustees thanked Scalzo for his assistance.

Friends of the Library: Orlando informed the board that after their NYLA attendance, she and the Friends' Board will look at the Friends' documentation, policies, and long-range plan. She also informed the board that she moderated a seminar on fundraising without book sales. Dragon thanked the Friends for their work at Candlelight Night on December 6th.

Director's Report: Dragon distributed the director's report in advance for review. She informed the board that she sat on a panel at the NYLA conference on patron retention. She thanked the board and volunteers who helped with the Lynn Strunk Memorial Tea Party fundraiser, which she estimates will have raised roughly \$2,000 for the Library. She also pointed out that the two art shows, led by Karen Hummel and Judith Warren, are fundraising for the Library as well. Also, the next newsletter is at the printers; Candlelight Night had a successful run featuring baked goods, live jazz, a craft sale, and programs for children; a chance to have presents wrapped by teen volunteers; and some initiatives that the Library is taking with the Climate Smart Task Force to help the community Go Green.

Treasurer's report: Leonard distributed the Profit & Loss and financial reports in advance for trustees to review. He pointed out that the fund balance is down to just over \$20,000 after Romanchuk's final invoice has been paid. There are still a few minor projects to finalize. Dragon thanked the various committees for helping keep 2019's budget on track, as many of the areas needed to be estimated.

Leonard discussed the need to loan money to the operation budget for January and February of 2020, before the local funding comes through. He requested to the board to draw up to \$70,000 from the Library's reserve fund to cover these expenses. The committee will review in January their need for additional funds. A motion to allow the committee to draw up to \$70,000 for early expenses was made by Mayer, seconded by Tuttle, and passed without dissent.

October Expenditures: Darman reviewed and approved the capital campaign check register (\$1,180.50), operations check register (\$16,079.61), and credit card bill (\$786.62).

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

December Expenditures: Balko volunteered to review the December expenditures for the February meeting.

Building and Grounds Committee: Darman thanked the trustees assisted at the yard cleanup day. Tuttle had pointed out that certain elements of the old building are coming apart slowly, and Darman will review the work that needs to be done.

As the Library looks to put their insurance policy out to bid, Wilson will be putting together a list of insurers from the last time the Library went to bid. He will present the list at the January meeting.

Operations Committee: Dragon reported that the committee began work on the long-range plan, and they are hoping to have a draft to present to the board at the January meeting. In addition, the committee reviewed the meeting room policy, which they will also present at the January meeting.

Finance Committee: Leonard informed the board that they met on the 21st of November to discuss the anticipated SAM grant funding. They will discuss in coming meetings how to best handle large incoming funds.

Building Construction: Nothing to report.

Fundraising Committee: Van Allen has sent reminder letters to donors with outstanding pledges. Birckmayer is organizing a mailing to local businesses to ask for program sponsorship and funding for the 2020 year, beginning in January.

Audit Committee: Mayer informed the board that Scalzo is unable to do the Library's audits going forward, and the committee will look into alternatives ahead of the January meeting. He thanked Van Allen, Dragon, and Leonard for their work keeping the Library's finances in order.

Old Business

New Business

2020 Budget: A motion to approve the 2020 budget was made by Leonard, seconded by Sole, and passed without dissent.

Public Comments

Sunday Coverage:

Dec. 15 Sole

Dec. 22 Wilson **Dec 29** Vecellio

Jan 5 Powis

Jan 12 Leonard **Jan 19** Fleming

Next meeting: December 9, 2019

Adjournment: A motion to adjourn was made by Leonard, seconded by Fleming, and passed without dissent. The meeting adjourned at 8:11pm.