

**APPROVED MINUTES  
KINDERHOOK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
FEBRUARY 17<sup>TH</sup> 2017**

**Present**

Dot Balko, Secretary  
Bill Better  
Matt Cabral  
Bruce Charbonneau, Treasurer  
AnnaLee Giraldo, Director  
Michael Leonard  
Lee Jamison  
Jane Jessup Mayer

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

**Excused**

Jeremy Darman

**Guests**

Marie Orlando, Friends of the Library

**Call to Order:** Members in attendance constituted a quorum. Spielmann called the meeting to order at 5:33pm

**Announcements:** Spielmann distributed letters that he has written to the towns of Kinderhook and Stuyvesant regarding funding, as well as a letter from a donor thanking the board and congratulating the library on the capital campaign. He also informed the board that he has met with local actor Stephen Lang who has offered to do a performance as a fundraiser. Wilson encouraged trustees to attend a Library Essentials workshop at the North Chatham library.

**January Minutes:** Minutes were distributed in advance for review. A motion to accept the January 9<sup>th</sup> board meeting was made by Sole, seconded by Vecellio, and passed without dissent. A motion to accept the January 16<sup>th</sup> minutes was made by Jessup Mayer, seconded by Tuttle, and passed without dissent.

**Friends of the Library:** Orlando informed the board that the Friends of the Library have donated \$3,000 and have elected to donate another \$3,000 later in the year. The Friends will be meeting on March 10<sup>th</sup> with Matt Blumenfeld (FDA) to discuss how the Friends can benefit the Library's Capital Campaign.

**Director's Report:** Circulation statistics were distributed in advance for review. Giraldo distributed a letter from an anonymous donor, who donated \$2,000 in memory of the former librarian Mrs. Holbert and in honor of Warren Applegate of the Friends of the Library. She also distributed a list of her goals for the board to review before her anniversary in April. She also informed the board that some staff will participate in an upcoming Narcan training, Advocacy Day will be on March 1st, and she has completed the annual report. The board asked Giraldo if she could look into a way to provide information in her monthly report on program attendance.

**Treasurer's report:** Leonard reviewed the Library's Profit and Loss report for the board. He also reviewed the financial overview.

**December Expenditures:** Sole reviewed the December check register (\$49,405.26) and Visa bill (\$679.05) A motion to accept the report was made by Sole, seconded by Leonard, and passed without dissent.

**January Expenditures:** Wilson volunteered to review the January expenditures for the March meeting.

**Building and Grounds Committee:** Jessup Mayer informed the board that they will meet to discuss a date for the spring yard cleanup.

**Finance Committee:** Leonard informed the board that the Capital Campaign now has a separate checking account. Since the campaign now has more than \$250,000, the finance committee agreed to shift the CDs from the campaign to the Bank of Greene County.

Tuttle pointed out that the board needs to authorize the Bank of Greene County as an authorized depository. A motion to authorize the treasurer to open necessary accounts at the Bank of Greene County was made by Tuttle, seconded by Sole, and passed without dissent.

**Operations Committee:** Vecellio sent the updated long-range plan to trustees to review before the meeting. A motion to accept the updated long-range plan was made by Jessup Mayer, seconded by Jamison, and passed without dissent. A motion to accept the technology plan was made by Tuttle, seconded by Cabral and passed without dissent.

**Building Construction:** Charbonneau discussed a meeting between the Building committee and the architect. There are a number of minor changes made to the plan, which Charbonneau reviewed for the board. He also informed the board that he has spoken with contractor Romanchuck & Sons to keep them informed on the Library's progress

**Fundraising Committee:** Tuttle discussed an upcoming fundraising event on the 26<sup>th</sup> of February. Spielmann discussed a number of possible donors that he has been speaking with regarding the expansion. Giraldo added that they are preparing to apply for a construction grant through the Mid-Hudson Library System.

**Nominations Committee:** Five trustees' terms are ending in March: Spielmann, Vecellio, Jamison, Wilson, and Darman. Wilson will contact those with expiring terms regarding their wishes to serve another term.

## **Old Business**

### **Sunday Coverage:**

**Feb 19<sup>th</sup>** Wilson

**Feb. 26<sup>th</sup>** Mayer

**Mar. 5<sup>th</sup>** Darman

**Mar. 12<sup>th</sup>** Balko

**Mar. 19<sup>th</sup>** Phillips      **Mar. 26<sup>th</sup>** Jamison

**Next meeting:** March 13<sup>th</sup>, 2017

**Adjournment:** A motion to adjourn was made by Charbonneau, seconded by Leonard, and passed without dissent. Meeting was adjourned at 6:56pm.