

APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 11TH, 2018

Present

Dot Balko, Secretary

Bill Better

Matt Cabral

Bruce Charbonneau

Jeremy Darman

AnnaLee Giraldo, Director

Lee Jamison

Michael Leonard, Treasurer

Jane Jessup Mayer

Bernadette Powis

Marian Sole

Gary Spielmann, President

Jim Tuttle

Karen Vecellio, Vice President

Mark Wilson

Excused

George Mayer

Guests

Lynn Scheiner, Library Employee; Judy Van Allen, bookkeeper; Bonnie Shannon, Jeanne Leonard, Friends of the Library

Call to Order: Spielmann called the meeting to order at 7:00pm. He introduced long-time Library employee Lynn Scheiner and announced that she will be retiring after 14 years. Giraldo thanked Scheiner for her years of service and all the help she has been at the Library. Spielmann also thanked J. Leonard for organizing over 36 bakers for the Library events (Trisha Altman, Karen Albertson, Diane Amyot, Dot Balko, Jenny Birckmayer, Jeanne Brower, Ceil Charles, Audrey Topper, Laura Crotty, Carol and Jack Corrigan, Bonnie Dunham, Leslie DuMont, Elaine Ewing, Diane Fingar, Linda Frick, Sherry Hanratty, Diane Hogan, Sally Hogan, Dorothy Hotaling, Lianne Jensen, Rita Lafferty, Jeanne Leonard, Joan Kelly, Camille McComb, Bonnie Newkirk, Marie Orlando, Matt Pavloff, Bill Mancini, Lynn Scheiner, Susan Sharp, Vicki Smith, Ellen Sullivan, Valerie Stevens, Dawn Tuttle, Laura Turnbloom-Darman, Lue Whelan), and reported that he has sent out thank you cards to all of the bakers as well. Giraldo informed the board that the Library will be hosting two MHLS meetings in the new meeting room. She discussed the importance of attending trustee training workshops.

Public Comments:

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

Friends of the Library: Shannon thanked Powis for her assistance in setting up the Allen Foster art exhibit, and J. Leonard for the refreshments. She informed the board that the Friends will be hosting David Smith's concert talk on Saturday, February 16th. She also informed the board that the Friends are looking to sponsor a future library program as part of the board's fundraising initiative.

Director's Report: Giraldo distributed the director's report in advance for review. She reported that she has been elected as chair of the Columbia County Library Association for the next two years, and that she has completed the annual report. She reminded the board that Advocacy Day is coming up on February 27th, and that she will be attending workshops ahead of the event to prepare. She also discussed the upcoming newsletter deadline, the Ichabod Crane primary school visits and other outreach programs, and additional programs at the Library.

Spielmann reported that he wrote letters to the town supervisors of Kinderhook and Stuyvesant acknowledging the Library receiving the annual local funds.

Treasurer's report: Leonard distributed the Profit & Loss report in advance for review, and reminded the board that if anyone would like to see the full report they can speak with him for a copy. He pointed out that the Capital Campaign is coming to an end, and so final checks are being paid to contractors. He reported that the finance committee foresees a slight surplus in funds in the Capital Campaign account, and that the committee will be meeting to discuss how to best invest these finances.

He also reported that the Library was over budget in 2018, and he put together a report showing where those overages lie. Giraldo pointed out that many of the lines that appear to be over budget are actually supplemented by grants and other income, which appear on a separate budget line. The committee and Giraldo will look over the report together and find where the discrepancies may lie.

December Expenditures: Powis reviewed and approved the capital campaign check register (\$45,369.52), operations check register (\$9,139.59), and Visa bill (\$1,894.77).

January Expenditures: Jamison will review the January expenditures for the March meeting.

February Expenditures: Sole volunteered to review the February expenditures for the April meeting.

Building and Grounds Committee: Jessup Mayer informed the board that the chimneys have been cleaned, but that the furnace chimney is spalling. She reported that this is not currently a problem, but should be looked at within the next three years. Balko and Shannon have been cleaning the basement. After the initial cleaning, an outside organization will be hired to take away any garbage. The committee is looking to add hooks to the back of the restroom doors. New vacuums have been purchased, and general day to day vacuuming will be a job for library staff. They are also looking into a new rug for the foyer to help prevent the tracking of debris from outside.

Operations Committee: Nothing to report.

Finance Committee: Nothing to report.

Building Construction: Charbonneau informed the board that there was a flaw with the roof that caused a leak due to heavy snow and ice; the roofing contractor will return to fix the issue at a later date. The committee also discussed adding additional insulation to avoid the formation of icicles and ice dams. The estimated cost of these repairs will lie just over \$5,000.

The committee also discussed updating the current picket fence or replacing it with a newer design that is easier to maintain. Charbonneau reported the various options and expenses to the board and a brief discussion followed. A motion to spend \$16,094 to replace the existing fence from the patio corner to the northwest corner of the property was made by Tuttle, seconded by Cabral, and passed without dissent.

Charbonneau reported that the committee spoke with four vendors about having gas inserts installed in the fireplaces, which will cost around \$11,000. There was one lower bid that did not fit the committee's vision for the fireplaces. A motion to approve the expense for the committee to have the inserts installed was made by Tuttle, seconded by Balko, and passed without dissent.

Technology Update: Giraldo is looking to schedule a training for herself and the staff in using the hearing loop. The rest of the technology installations have gone well. Giraldo is looking into purchasing additional assistive devices for patrons with visual or auditory impairments. The Library has also subscribed to an eFax service to continue faxing services for the public without paying for an additional phone line.

Fundraising Committee: Sole discussed different types of fundraising that the committee is looking into, such as program sponsorship, a dine-around in the community, and an annual appeal. She also informed the board that she has a commitment of roughly \$12,000 per year from her extended family.

Audit Committee: Nothing to report.

Old Business

Trustee Committees: March will be the board's annual meeting, and Wilson will ask five members whose terms expire this March whether they wish to serve another term.

New Business

2018 Annual Report: Giraldo distributed the annual report in advance. She discussed how the report is created and what statistics it measures. A motion to approve the annual report was made by Wilson, seconded by Jessup Mayer, and passed without dissent.

Sunday Coverage:

Feb. 17 Jamison	Feb. 24 Balko	Mar. 3 Mayer	Mar. 10 Powis
Mar. 17 Jessup Mayer	Mar. 24 Wilson		

Next meeting: March 11th, 2019

Adjournment: A motion to adjourn was Jessup Mayer, seconded by Balko, and passed without dissent. The meeting was adjourned at 8:18pm.