

**APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 9TH 2016**

Present

Dot Balko, Secretary

Bill Better

Bruce Charbonneau, Treasurer

Jeremy Darman

AnnaLee Giraldo, Director

Michael Leonard

Lee Jamison

Marian Sole

Gary Spielmann, President

Jim Tuttle

Karen Vecellio, Vice President

Mark Wilson

Excused

Matt Cabral, Jane Jessup Mayer, George Mayer, Elizabeth Phillips

Guests

Marie Orlando, Bonnie Shannon, Friends of the Library; Judy Van Allen; Matt Blumenfeld, FDA.

Call to Order: Members in attendance constituted a quorum. Spielmann called the meeting to order at 7:03pm.

Announcements: None.

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

Friends of the Library: Orlando announced that the Friends of the Library will be holding a meeting on Saturday, January 14th, after which there will be a travel presentation by Wendy Spielmann.

Director's Report: Circulation statistics were distributed in advance for review. Giraldo included information from 2016 regarding total circulation trends, eBook circulation, program attendance, and library visits. She also discussed a grant that the library has been using for WIC site visits, upcoming programs and events, and Advocacy Day.

Treasurer's report: Charbonneau reviewed the Library's finances for 2016. He informed the board that the Library brought in \$247,832.75 for the Capital Campaign, which completely covers the cost of the Reading Porch. Giraldo informed the board that she is waiting for a letter from National Grid regarding a bill as part of the electric project. National Grid informed her that she should not expect a bill, and Giraldo is waiting to receive written confirmation of that.

November Expenditures: Balko reviewed and approved the November check register (\$95,545.07) and Visa bill (\$185.62) for the board.

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

Building and Grounds Committee: Darman informed the board that Spielmann will keep the portrait donated by Better in his house until completion of the building construction. He also discussed the Library's wooden fence, which they are looking into replacing. The committee will begin looking at various materials other than wood. On the recommendation of the landscapers, the committee has decided to remove the wood pile on the side of the Library.

Finance Committee: Nothing to report.

Operations Committee: Vecellio informed the board that the personnel policy is currently under review by the committee. They have updated the Library's Technology and Long-Range Plans, and distributed copies for trustees to review for the February meeting. Vecellio reviewed the changes in the two policies briefly for the board, explaining the reasoning behind them.

Building Construction: Charbonneau informed the board that the Reading Porch will have window treatments installed in the coming week, and that the punch list is nearing its completion.

Fundraising Committee: Tuttle informed the board that they are hoping to find roughly \$250,000 through community donations and grants before beginning the final stage of the Library's construction.

Nominations Committee: Wilson distributed a nomination slate before the meeting. Spielmann, Vecellio, and Balko have volunteered to continue their roles on the executive committee as President, Vice President, and Secretary, respectively. Leonard was nominated for the treasurer position.

Old Business

Election of Trustee Officers: A motion to accept the slate as stated was made by Balko, seconded by Jamison, and passed without dissent. A motion to approve Leonard as board treasurer was made by Wilson, seconded by Tuttle, and passed without dissent. Sole thanked Charbonneau for his service as treasurer in the previous years.

A motion to grant Leonard the authority to handle all accounts was made by Charbonneau, seconded by Tuttle, and passed without dissent.

Providers of Record List: A list of service providers was distributed to trustees in advance.

Trustee Contact Info: Spielmann asked trustees to review their contact information to ensure that all are current.

Committee Assignment Requests: Spielmann asked trustees to inform him if they are interested in being assigned to a new committee.

New Business

Capital Plan and Budget for 2017: Spielmann called on Matt Blumenfeld to present to the board. Blumenfeld informed the board that the next stage is to move public with the fundraising process, and is hoping to raise approximately \$500,000 in the next 9 months through public donations, grants, and other methods. In addition to the solicitations, the

fundraising campaign will be focusing on a public relations effort to build up excitement and support in the community. The board also discussed naming opportunities.

The board discussed the merits of proceeding with the construction and fundraising as an Owner—General Contractor agreement with a maximum guaranteed price. Giraldo and the board clarified that this is not a Design—Build strategy, as this was a term that was being used incorrectly at the previous board meeting.

Better mentioned that the reduction of fees seemed less than he expected, and asked for specifics regarding the architect’s fees. Giraldo informed the board that a contract from the architects had arrived earlier in the day, and had not yet been fully reviewed. She advised that she would forward the contract to the full board for review. The construction committee is meeting with the architects on January 12th at 4:00pm, and invited any interested trustees to attend with their questions.

Sunday Coverage:

Jan 15th Balko	Jan. 22nd Sole	Jan 29th Jessup Mayer	Feb. 5th Balko
Feb 12th Leonard	Feb 19th Jaminson		

Next meeting: February 13th, 2017

Adjournment: A motion to adjourn was made by Vecellio, seconded by Darman, and passed without dissent. The meeting was adjourned at 8:35pm