

**APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 13TH, 2020**

Present

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

George Mayer
Kathryn Schneider
Marian Sole
Gary Spielmann, President
Jim Tuttle
Karen Vecellio, Vice President
Mark Wilson

Excused

Bernadette Powis

Guests

Judy Van Allen, bookkeeper; Marie Orlando, Friends of the Library

Call to Order/Announcements: Spielmann called the meeting to order at 7:00pm. He informed the trustees that this was the 92nd year of the Library and thanked them for their work. He showed an article in the Chatham Press covering the Lynn Strunk Memorial Tea Party fundraiser.

Public Comments:

December Minutes: Leonard drew attention to an error in the minutes regarding financial terminology. A motion to accept the minutes as corrected was made by Fleming, seconded by Leonard, and passed without dissent.

Friends of the Library: Orlando discussed an upcoming Friends' program and general membership meeting on February 23rd. She also reminded the trustees that the Friends have a Facebook page, and encouraged trustees to find and follow them.

Director's Report: Dragon distributed the director's report and annual statistics for review. Birckmayer discussed how the Kinderhook Climate Smart Task Force is teaming up with the Library to promote Meatless Mondays, beginning on January 20th, 2020. Spielmann pointed out that trustees from the Starr Library will be visiting to look at the completed Library as they begin their own improvement project. Wilson reminded trustees that Advocacy Day will occur on the 25th of February, and encouraged those who are able to attend to do so.

Treasurer's report: Leonard distributed the Profit & Loss and financial reports in advance for trustees to review.

November Expenditures: Jamison reported on the November Capital Campaign check register (\$46,631.41), operations check register (\$10,179.87), and Mastercard bill (\$2,082.63). A motion to approve the expenditures was made by Tuttle, seconded by Sole and passed without dissent.

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

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

Nominations Committee: Wilson distributed the nomination slate for trustees to review. The slate for the executive board includes Gary Spielmann (President), Karen Vecellio (Vice President), Kathryn Schneider (Secretary), and Michael Leonard (Treasurer). A motion to approve the 2020 slate was made by Charbonneau, seconded by Sole, and passed without dissent.

Wilson informed the board that at the March annual meeting, Darman will step down from his role as trustee, which will leave a vacancy. Wilson informed the board that during the previous trustee search, Patricia Altman was interviewed and indicated that she would be willing to wait for another vacancy on the board. The committee will now offer the position to Altman, and a vote to approve her will occur at the March meeting.

Building and Grounds Committee: Darman informed the board that he and Wilson compiled a list of four local insurance providers to contact regarding an RFP. These businesses will be contacted regarding future insurance contracts.

Darman and Balko have cleaned and organized the utility closet and determined what resources should be stored in the basement and what should be discarded.

Finance Committee: Leonard noted that the 2019 year-end balance was \$45,000 and annual expenditures were close to the amount budgeted. There was no finance committee meeting in December, though a meeting is scheduled for January 23rd. Items for discussion will include options for handling the budget's positive balance and development of an investment procedure. Spielmann asked that the 414 be on the agenda as well.

Operations Committee: Vecellio reported that the committee has been developing a long-range plan for the Library. They will have a draft plan written out for the February meeting.

Vecellio distributed a draft security camera policy for trustees to review. The committee reviewed similar policies from various other libraries while creating the draft. Vecellio reviewed the policy for the board, which will be voted on at a future meeting. Upon approval, the committee will forward a copy of the policy to the individual who brought the issue to the attention of the board.

Fundraising Committee: Sole reported that the Library raised approximately \$54,000 in 2019; the committee has discussed further fundraising options for 2020. They will put out another annual appeal but because of the costs associated with such a large mailing, this appeal will have a more direct focus on prior donors. The committee is also developing a list of local

businesses that may be interested in donating. Sole also reported that the committee is looking at possible donor appreciation events. The fundraising goal is \$39,500 for 2020.

Audit Committee: Mayer reported that the audit committee recommend accepting the audit report, which was reviewed at the December, 2019 meeting. A motion to approve the audit report was made by Tuttle, seconded by Leonard, and passed without dissent.

Mayer informed the board that the committee recommends a financial review as opposed to an audit this year using the same firm. A motion to approve undergoing a financial review instead of a full audit was made by Charbonneau, seconded by Wilson, and passed without dissent.

Old Business

Meeting Room Use policy: Vecellio distributed a new draft of the meeting room use policy to trustees for review. The attention of the draft is on political candidates using the room, the timing of an event, and the appropriateness of the event. While reviewing the policy, trustees discussed a particular line regarding serving refreshments and alcohol, and after a brief discussion the board decided to remove the restriction, leaving it up to the Library director.

A motion to accept the policy with the proposed changes was made by Sole, seconded by Mayer, and passed without dissent.

New Business

Pay Rate Schedule: A motion to accept the 2020 pay rate schedule as distributed was made by Mayer, seconded by Fleming, and passed without dissent.

Public Comments

Sunday Coverage:

Jan 19. Fleming	Jan. 26 Balko	Feb. 2 Mayer
Feb. 9 Jamison	Feb. 16 Birckmayer	Feb. 23 Fleming

Next meeting: February 10th, 2020

Adjournment: A motion to adjourn was made by Charbonneau, seconded by Sole, and passed without dissent. The meeting was adjourned at 8:08pm.