

*APPROVED MINUTES*  
**KINDERHOOK MEMORIAL LIBRARY  
BOARD OF TRUSTEES ANNUAL MEETING  
JULY 8TH, 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

Karen Vecellio, Vice President

Mark Wilson

**Excused**

**Guests**

Judy Van Allen, bookkeeper; Bonnie Shannon, Friends of the Library; Harry Birckmayer, horticulturist; Aimee Strunk

**Call to Order/Announcements:** Spielmann called the meeting to order at 7:00pm and reminded the board that this will be the last meeting until September. Spielmann introduced two guests, Harry Birckmayer and Aimee Strunk.

**Public Comments:** Harry Birckmayer updated the board on the progress of the landscaping for the Library. He announced that the goal is to have the entirety of the grounds completed by 2020. He discussed the different trees and shrubs that will be used, as well as the reasoning behind using them.

Sole introduced Aimee Strunk, who approached the Library with a fundraising initiative. Strunk discussed a tea party that she is throwing in memory of her mother, and is arranging to make the program a fundraiser. She asked the board if the Library would be interested in collaborating on the program and receiving the funds raised.

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

**Friends of the Library:** Shannon informed the board that the Friends are nominating councilmembers for 2020 and organizing their budget for the coming year. Their next event will be the September book sale.

**Director's Report:** Dragon distributed her director's report and quarterly circulation statistics in advance for review. Dragon informed the board that because of our relationship with the Ichabod Crane school district, the Library has had every students in grades K through 3 in to visit. She

informed the board that the Chapter 414 law has changed, and now requires the collection of signatures to be turned in earlier than previously; a new smoking law has gone into effect that prohibits smoking within 100 feet of the Library, and signage has been ordered; and children's librarian Elizabeth Puskas will be leaving her position at the end of the summer, and an employment announcement will be posted by mid-July. She also informed the board that the Library received a mini-grant for ENL education; Big Truck Day was a success again; the summer reading program has begun; the upcoming autumn newsletter deadline; and upcoming trustee training sessions.

**Treasurer's report:** Leonard distributed the Profit & Loss report in advance for review. Leonard pointed out that a few lines of the P&L will need to be altered slightly due to the way funds are received and paid, but that he will be meeting with Dragon to be sure it balances.

**May Expenditures:** Mayer reported on and approved the Capital Campaign check register (\$9,625.50), Operations check register (\$17,328.18), and Visa bill (\$1,028.42)

**June Expenditures:** Sole volunteered to review the June expenditures for the September meeting.

**July/August Expenditures:** Charbonneau volunteered to review the July and August expenditures.

**Nominations Committee:** Wilson introduced Kathryn Schneider to the trustees, who have had a month to review her credentials and background. A motion to appoint Kathryn Schneider to the board was made by Wilson, seconded by Charbonneau, and passed without dissent.

Wilson informed the board that the 60% cut in library construction aide has been restored.

**Building and Grounds Committee:** Leonard informed the board that the Library is currently paying \$1.86/gal for propane, and that the committee has received bids for 2020. The committee recommended FirstFuel for a new propane contract up to 3,000 gallons at \$1.29/gallon. A motion to approve the contract was made by Tuttle, seconded by Sole, and passed without dissent.

**Operations Committee:** Vecellio distributed copies of new policies to trustees in advance to review for the next meeting. She discussed the Fundraising & Gift Policy with the board, comparing the old policy with the new. Vecellio also distributed the Investment Policy and the Document Retention Policy for review. She also distributed a certification form, which

all trustees must sign annually. She will begin distributing this certification at the annual meeting, when dues are collected.

The Community Conversations programs are still in development, and the board is hoping to have their first discussion by the end of July.

**Finance Committee:** Leonard informed the board that the committee discussed briefly increasing the starting salary for the Library Assistant position and will be exploring that possibility.

**Building Construction:** Charbonneau informed the board that the fence is currently being installed and that the lighting has been updated and completed. The architects are planning their final inspections, and the next construction meeting will occur on July 17<sup>th</sup>.

**Technology Update:** Nothing to report.

**Landscaping Update:** Spielmann has been in contact with the local Boy Scouts, who are planning a dedication ceremony for the bench in memory of John Pickett.

**Fundraising Committee:** Sole discussed the annual fundraising mailing, which went out to area residents at the end of June. Sole thanked all of the trustees who assisted with putting the mailing together. The committee has already received around \$1,900, and will be monitoring the process to determine whether this initiative will be worth it in the future.

Sole analyzed the different sources of funding for the year and informed the board that \$19,000 was raised so far this year, well beyond their goal. Sole also discussed an additional fundraising initiative that was brought to the Library by Ann Schomaker, who proposed an art sale in October.

A motion to approve Aimee Strunk's fundraising proposal from earlier in the meeting was made by Sole, seconded by Powis, and passed without dissent. The event will occur on November 24<sup>th</sup> at Winding Brook Country Club.

The committee had been discussing a dine-around in the fall, but has decided to table that idea for a future date.

## **Old Business**

## **New Business**

## **Public Comments**

## **Sunday Coverage:**

**July 14:** Powis

**July 21:** Mayer

**July 28:** Sole

**Aug 4:** Jamison

**Aug 11:** Leonard Fleming

**Sept 8:** Vecellio

**Aug 25: Wilson Sept 1:**

**Next meeting:** September 9<sup>th</sup>, 2019

**Adjournment:** A motion to adjourn was made by Powis, seconded by Vecellio, and passed without dissent. The meeting was adjourned at 8:20pm and the trustees went into executive session.