

DRAFT MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
JULY 13TH, 2020

Present

Patricia Altman
Dot Balko
Ann Birckmayer
Bruce Charbonneau, Treasurer
AnnaLee Dragon, Director
Jim Fleming
Lee Jamison
Michael Leonard

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

Excused

Guests

Judy VanAllen

Call to Order/Announcements: Spielmann called the meeting to order at 7:00pm. He thanked Dragon for her weekly updates to the staff and trustees, and acknowledged that the Library has done a lot in spite of the unique and trying circumstances.

Public Comments:

June Minutes: A motion to approve the June board minutes was made by Jamison, seconded by Fleming and passed without dissent.

Friends of the Library: Jamison informed the board that the next Friends of the Library meeting will be held on Friday, July 17th. They are currently evaluating whether they will be able to accept more book donations in the near future.

Director's Report: Dragon informed the board that the Library will begin the new schedule on Tuesday, July 14th, which includes morning hours. She said that curbside pickup is going well and that patrons are very pleased with the system. The librarians are also working on a fall newsletter. She also reported that the Library should be receiving an additional \$3,800 in grant funding in the near future.

Treasurer's report:

February Expenditures: Powis reviewed the February capital campaign check register (\$3,987), operations check register (\$11,423.99), and Mastercard bill (\$1,132.53).

March Expenditures: Sole reviewed the March operations check register (\$11,506.30) and Mastercard bill (\$591.71).

April Expenditures: Schneider reviewed the April operations check register (\$10,412.78) and Mastercard bill (\$1,460.43).

May Expenditures: Balko reviewed the May operations check register (\$4,248.77) and Mastercard bill (\$1,064.73).

A motion to accept the February, March, April, and May reports was made by Jamison, seconded by Tuttle, and passed without dissent.

June Expenditures: Powis volunteered to review the June expenditures for the next board meeting.

Building and Grounds Committee: Altman informed the board that while the committee has not met since the last board meeting, they are continuing to complete a number of tasks around the Library in preparation for opening. Due to the vigilance of the committee and volunteers, the yard and gardens are being watered regularly, despite the dry weather.

Finance Committee: Charbonneau reported that the Committee met and reviewed the budget with Dragon. It was determined that they could modify the 2021 budget down by \$15,000 in order to save money. A motion to accept the change to the budget was made by Sole, seconded by Tuttle, and passed without dissent.

Upon the committee's recommendation, a motion to authorize the Treasurer to invest \$110,000 until early January 2021 and \$100,000 until late March 2021, both with Berkshire Bank, was made by Sole, seconded by Tuttle, and passed without dissent.

Upon the committee's recommendation, a motion to invest the remaining free funds (\$240,000 to \$400,000) until late June 2021 at Goldman Sachs was made by Tuttle, seconded by Leonard, and passed without dissent.

Charbonneau informed the board that the committee discussed the disposition of the \$45,166 in funds from 2019 operations and decided to move it from Community bank to the Key MMDA as part of general reserves.

Operations Committee: Vecellio informed the board that the Operations committee met and are reviewing policies that have not been reviewed in at least five years to ensure that they are up to date. The committee also reviewed the sexual harassment policy to be sure that the verbiage was clear. The committee also recommended including bylaws that require trustees to go through one sexual harassment training each year.

Vecellio distributed the proposed updates for trustees to review for the next board meeting.

Fundraising Committee: Nothing to report.

Old Business

Treasurer Appointee vote: A motion to approve Charbonneau as the new Treasurer was made by Fleming, seconded by Sole, and passed without dissent.

Circulation Policy: Dragon distributed the circulation policy, which includes the Library's fine-free status for trustees to review for the next board meeting.

New Business

August Board Meeting: Due to the unique circumstances the Library is in due to the Covid-19 pandemic, and the frequently changing news and updates, Spielmann brought up the possibility of holding an August board meeting, although normally there would not be one.

Trustees discussed the amount of time required of the Library before scheduling a public board meeting. Dragon said that she would check before officially scheduling an August meeting.

Public Comments

Sunday Coverage: TBD

Next meeting: TBD

Adjournment: A motion to adjourn was made by Jamison, seconded by Vecellio, and passed without dissent. The meeting was adjourned at 7:40pm.