

DRAFT MINUTES
**KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES ANNUAL MEETING
MARCH 11TH, 2018**

Present

Dot Balko, Secretary

Bill Better

Bruce Charbonneau

AnnaLee Giraldo, Director

Lee Jamison

Michael Leonard, Treasurer

Jane Jessup Mayer

George Mayer

Bernadette Powis

Marian Sole

Gary Spielmann, President

Karen Vecellio, Vice President

Mark Wilson

Excused

Jeremy Darman, Matt Cabral, Jim Tuttle

Guests

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

Call to Order: Spielmann called the board's 91st annual meeting to order at 7:02pm.

Public Comments:

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

Friends of the Library: Orlando informed the board that the Friends council meeting will occur on Friday and considering a proposal for additional fundraising, as well as discussing the June book sale which will occur on 7th 8th and 9th

Director's Report: Giraldo distributed the director's report in advance for review. She informed the board that the annual funding from Kinderhook and Stuyvesant has been received, as well as the Hudson River Bank & Trust grant of \$7,500. She discussed a successful Advocacy Day at the end of February in Albany and the upcoming newsletter. She also discussed upcoming trustee training, professional development opportunities, upcoming programs and events, and new professional goals in her preparation for her 7 year anniversary.

Treasurer's report: Leonard distributed the Profit & Loss report in advance for review. He informed the board that fundraising is going well, but that the cost of propane is higher than the board expected.

January Expenditures: Jamison reviewed and approved the January Visa bill (\$608.19), operations check register (\$12,257.72), and the Capital Campaign check register (\$10,288.49). A motion to accept was made by Powis, seconded by Sole, and passed without dissent.

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

March Expenditures: Balko volunteered to review the March expenditures for the May meeting.

Nominations Committee: Wilson distributed the slate in advance for review, on which five trustees' terms have ended. Four of the five, Matt Cabral, Michael Leonard, Jane Jessup Mayer, and Bernadette Powis, have agreed to serve for another 3 year term ending in 2022. Secretary Balko cast one vote for the slate. Motion to accept the slate as presented was made by Charbonneau, seconded by Balko, and passed without dissent.

Better announced that he has decided not to continue to serve on the board. He thanked the trustees for their help throughout the years, and particularly thanked Spielmann for his work on the Capital Campaign and his dedication to the library.

Wilson has received a recommendation for a trustee to fill the vacancy left by Better. The executive committee has scheduled an interview with that individual. The board discussed the nomination process, and Spielmann informed the board that the committee will be accepting any nominations up until the April board meeting. Jessup Mayer discussed the importance of making the public aware that there is a vacancy, and the board agreed to have a public posting in the library and on social media before making any decisions.

Building and Grounds Committee: Balko informed the board that she and Bonnie Shannon have nearly completed cleaning out the basement, and have sent anything that could be sent to the Habitat for Humanity ReStore.

Operations Committee: Vecellio reported that the committee reviewed the sexual harassment policy and the library will implement a sexual harassment training by October, 2019.

Vecellio also informed the board that the draft Programming Policy was not voted on in January when it was presented. Vecellio distributed the policy for trustees to review. A motion to accept the resolution was made by Jessup Mayer, seconded by Jamison, and passed without dissent.

Vecellio discussed the training being held at the Library by MHLS, updating the long-range plan, and new ways to engage with the community. She informed the board that the disaster policy is dated, and the committee is looking to update that in the near future.

Vecellio let the board know that she will send out Giraldo's annual review to trustees, with the goal of having it returned to the board president by April 1st.

Finance Committee: Leonard informed the board that the Finance Committee had approved opening a money market account at Kinderhook Bank to allow idle Operations funds to earn interest.

Leonard also discussed the Finance Committee's recommended process for reimbursing the library for funds it loaned the Capital Campaign from its Endowment Fund. The Committee developed a plan to transfer Capital Campaign account funds that are in excess of those needed to complete all Capital Campaign expenditures to an interim interest-bearing account to be named the Kinderhook Library Reserve account. The transfer would include all grants and pledges to be received. Once all Capital Campaign expenses identified by the Construction

Committee have been paid, the Capital Campaign account will be closed. The 21st Century Fund will then be dissolved. The interim account should be at a bank outside of Kinderhook Bank in consideration of the FDIC insurance limit of \$250,000. It is proposed that a money market account be established at Key Bank. The board discussed the proposal. A motion to accept the finance committee's proposals was made by Mayer, seconded by Powis, and passed without dissent.

Building Construction: Charbonneau informed the board that he will be presenting the new fence design to the historic review board in the coming month. The fireplace inserts are being installed.

Technology Update: Nothing to report.

Fundraising Committee: Sole informed the board that the first page of the upcoming newsletter will feature sponsorship of library programs. The committee has made over \$13,000, and are looking into putting together an annual appeal in the spring.

Audit Committee: Nothing to report.

Old Business

New Business

Sunday Coverage:

Mar. 17 Jessup Mayer	Mar. 24 Wilson	Mar. 31 Jamison	Apr. 7 Balko
Apr. 14 Powis	Apr. 21 Closed	Apr. 28 Leonard	

Next meeting: April 8th, 2019

Adjournment: A motion to adjourn was made by Spielmann, seconded by Sole, and passed without dissent.