

APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 9, 2020

Present

Patricia Altman

Dot Balko

Ann Birckmayer

AnnaLee Dragon, Director

Lee Jamison

Michael Leonard, Treasurer

George Mayer

Bernadette Powis

Kathryn Schneider, Secretary

Marian Sole

Gary Spielmann, President

Karen Vecellio, Vice President

Mark Wilson

Excused

Bruce Charbonneau, Jim Fleming, Jim Tuttle

Guests

Judy Van Allen, bookkeeper; Marie Orlando, Friends of the Library; Mandy Babirad, Children's Librarian

Call to Order/Announcements: Spielmann and the Board thanked Darman for five years of service as a trustee. Dragon distributed information regarding employee health insurance in advance for review, to discuss later in the meeting. Wilson informed the board that Advocacy Day went very well, and that he was impressed that the group was able to meet with all three representatives.

Public Comments:

February Minutes: A motion to accept the February minutes was made by Leonard, seconded by Powis, and passed without dissent.

Friends of the Library: Orlando discussed a successful program on the Camino de Santiago on February 23rd, which saw a full house in attendance. The Friends' council allocated an extra \$1,000 for upcoming sustainability projects at the Library. They will try to build that funding into their budget going forward. Orlando informed the board that the next general meeting of the Friends will occur at the preview party before the spring book sale on Friday, June 5th.

Director's Report: Dragon distributed the director's report in advance for review. She informed the board that the Library now has a new magnifying reader for patrons with vision impairment, and shared that the device had already been used by a student. She also informed the board that the Library has received funding from both Stuyvesant and Kinderhook. She discussed several programs, including the group babysitting event, trivia night, and a

group baby shower at the Elk's lodge. She also thanked Wilson for his help and guidance on Advocacy Day. She discussed upcoming programs including Big Truck Day, a number of sustainability programs, Drag Queen Story Hour, and the Spielmanns' upcoming nature photo show and travelogue on April 5th to celebrate Earth Day.

Treasurer's report: Leonard distributed the Profit & Loss and financial reports in advance for trustees to review. He pointed out that due to the positive balance from last year, the Library did not need to borrow money from the reserve to fund January and February expenses.

A motion to transfer the remainder of the Capital Campaign funds from the current account to the money market account to avoid paying unnecessary fees was made by Leonard, seconded by Powis, and passed without dissent.

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

March Expenditures: Sole volunteered to review the March expenditures for the May meeting

Nominations Committee: Wilson informed the board that moving forward, trustees leaving the board will undergo an exit interview to assist trustees in determining the direction of the Library and the board. Wilson thanked Darman for his work and distributed his remarks to the trustees.

A motion to approve Gary Spielmann, Karen Vecellio, Lee Jamison, Mark Wilson, and Patricia Altman for board service ending in March 2023 was made by Wilson, seconded by Mayer, and passed without dissent.

Building and Grounds Committee: Dragon contacted Adam Dreier about leveling the front walkway for the Library, and will also contact Ryan Bennett about paint for touch-ups around the library.

Finance Committee: Leonard reported that the committee felt that the reserve and other funds were sufficient to provide for future years, and that there is no need for the Library to pursue a 414 vote in 2020. The committee had discussed the various benefits to waiting until 2021 before pursuing another 414 vote.

A motion to postpone a 414 vote until 2021 as opposed to 2020 was made by Leonard, seconded by Jamison, and passed without dissent.

Operations Committee:

Spielmann brought to the board the issue of the ongoing COVID-19 (coronavirus), and Dragon informed the board that many libraries have developed policies to address the issue. She is working with other libraries, the board, and Mid-Hudson Library System to develop a plan of action to

confront the spreading virus. Dragon informed the board that she is going to encourage staff to stay home if they are showing symptoms, and that they should not need to worry about losing their income or using sick days.

The board discussed some best practices for dealing with the virus, including strategies for handling books and materials, listening to the local health department, and providing antibacterial sanitizer for patrons.

The operations committee made edits to the Long-Range Plan, and Vecellio distributed copies for trustees to review. A motion to approve the updated Long-Range Plan was made by Powis, seconded by Balko, and passed without dissent.

Dragon introduced the board to a new health insurance policy for the full time staff at the Library. She reviewed the plan for the trustees and informed the board that this new policy is within the budget, would allow the librarians to avoid paying a 20% contribution, and would allow the library to retain the unspent difference at the end of the year.

A new policy reads "The Library offers health insurance coverage for all full-time salaried employees. The employee may be asked to contribute *up to 20%* of the premium per year." A motion to accept the proposal for the new health insurance and the updated policy wording was made by Sole, seconded by Powis, and passed without dissent.

Fundraising Committee: Sole reported that around 150 letters are being sent to local businesses asking for financial support for upcoming programs and events.

Old Business

New Business

Board Meeting Schedule: Powis reminded the board that they had previously discussed moving the day of the board meeting to a time when the Library was open. She asked the board to consider changing the meeting night to accommodate the staff's schedule.

Annual Appeal: Sole discussed the annual appeal planned for May, and informed the board that the focus should be on the removal of fines. Going fine-free is a nationwide trend that has a positive impact on the community. A brief discussion about the benefits of removing late fees followed. A motion to have the Library go fine-free beginning in May was made by Sole, seconded by Balko, and passed without dissent.

Annual Dues: Dragon collected annual dues from the trustees.

Public Comments

Sunday Coverage:

Mar. 15 Wilson **Mar. 22** Vecellio **Mar 29** Balko
Spielmann

Apr. 5

Apr. 12 CLOSED **Apr. 19** Leonard **Apr. 26** Sole

Next meeting: April 13, 2020

Adjournment: A motion to adjourn was made by Powis, seconded by Altman, and passed without dissent. The meeting was adjourned at 8:21 pm.