

DRAFT MINUTES
**KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
MAY 5TH 2017**

Present

Dot Balko, Secretary

Bill Better

Matt Cabral

Bruce Charbonneau, Treasurer

Jeremy Darman

AnnaLee Giraldo, Director

Michael Leonard

Lee Jamison

Jane Jessup Mayer

Elizabeth Phillips

Marian Sole

Gary Spielmann, President

Jim Tuttle

Excused

George Mayer, Karen Vecellio, Mark Wilson

Guests

Marie Orlando, Friends of the Library

Call to Order: Members in attendance constituted a quorum. Spielmann called the annual board meeting to order at 7:02pm

Announcements: Spielmann briefly discussed the projected budget for library construction grants.

April Minutes: Minutes were distributed in advance for review. A motion to accept the minutes was made by Charbonneau, seconded by Jessup Mayer, and passed without dissent.

Friends of the Library: Orlando discussed the rededication of the Persons of Color Cemetery in the village, which was a big success. She also discussed the upcoming book sale and requested that board members volunteer to assist in set up, as well as the new Clynk initiative that the Friends have registered for, which accepts bottle and can donations to benefit and fund the Friends of the Library.

Director's Report: Giraldo discussed the federal budget increase for IMLS (Institute of Museum and Library Services), a direct result of library advocacy nationwide. She also recounted a number of successful library programs, like Food for Fines and the yard cleanup day. She also discussed number of upcoming programs, such as the Murder Mystery Dinner Theater and Big Truck Day, for which she asked trustees for volunteers.

Treasurer's report: Leonard discussed changes that he has made to the Profit and Loss report, to better accurately reflect deposits and withdrawals from the Capital Campaign fund for the benefit of the trustees. Tuttle added that not all funds are reflected in the current totals because they are set aside in a trust, and will be accessed as they are needed for building construction.

March Expenditures: Better approved the check register (\$27,449.02) and Visa bill for (\$324.92).

April Expenditures: Charbonneau volunteered to review the April expenditures for the June meeting.

Building and Grounds Committee: Jessup Mayer reiterated that the spring cleanup was successful, though she noted that a number of bricks on the front porch are falling in, and she has called Adam Dreher to take care of it.

After learning that the library could save approximately \$500, the committee recommended switching insurance companies. The Library's insurance agent, MetzWood Insurance, has recommended that the library switch to provider Utica to cover the building insurance and workman's comp, which are currently provided separately through Hanover Insurance Group and Selective Insurance Group. A motion to approve the switch was made by Jessup Mayer, seconded by Leonard, and passed without dissent.

Giraldo has contacted Hall's, who will take care of the library's lawn over the summer.

Finance Committee: Noting to report.

Operations Committee: Giraldo distributed an updated facilities plan for the board to review. An updated plan must be available when the Library applies for construction grants. A motion to accept the updated plan was made by Charbonneau, seconded by Sole, and passed without dissent.

Building Construction: Charbonneau reported that the test borings have been completed. The committee met recently with the architect and an engineer to discuss a number of options for heating the new building.

Charbonneau also discussed a meeting with the village planning board, at which they determined that the Library will not have a parking problem. A public hearing with the planning board will be held on June 1st. Giraldo informed the board of a meeting with the Historic Preservation Committee on June 15th.

Charbonneau also discussed a potential issue with the size of the library's footprint on the lot, which has since been resolved.

Technology Update: Giraldo informed the board that technology consultant Carson Block will be visiting the library and meeting with staff and trustees on Tuesday, May 9th, in order to help the library develop a technology plan for the future.

Fundraising Committee: Spielmann discussed a meeting with the fundraising committee to discuss the upcoming public launch event. The committee met with Barry Herbold, who has donated to the campaign to have the new children's room named in memory of his wife, Jacquelyn Carter, and have worked with him to organize the event. Spielmann also discussed the importance of continuing to find donors in the community.

Spielmann also discussed a possible fundraiser featuring Stephen Lang and updated the board on the plans for that. The proposal is still a work in progress, but he discussed the general idea that is developing.

Old Business

Computer Resale: Giraldo discussed the delay with obtaining the library’s new patron computers, and informed the board that once the new ones are in, the others will be made available for public purchase for about \$150 or \$175.

New Business

Sunday Coverage:

May 14th Mayer	May 21st Better	May 28th Leonard	June 4th Jamison
June 11th Darman	June 18th Charbonneau		June 25th Jessup Mayer
July 2nd	July 9th Phillips		

Next meeting: June 12th, 2017

Adjournment: A motion to adjourn was made by Charbonneau, seconded by Leonard, and passed without dissent. Meeting adjourned at 8:04pm