

*APPROVED MINUTES*  
**KINDERHOOK MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**MAY 11<sup>TH</sup>, 2020**

**Present**

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

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

**Excused**

**Guests**

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

**Call to Order/Announcements:**

**Public Comments:**

**April Minutes:** A motion to accept the April minutes was made by Leonard, seconded by Vecellio, and passed without dissent.

**Friends of the Library:** Orlando informed the board that the Friends are planning to have an online meeting in the near future, though there is nothing new to report at this time.

**Director's Report:** Dragon distributed the director's report in advance for review. She informed the board that she has submitted newsletter content to Julie Johnson for editing. The newsletter will include information about online content and resources, local community resources, and updates on the Library's programming. Dragon also reported that the county libraries along with MHLS are solidifying plans for reopening, and that the first stage will involve curbside pickup for patrons. Tuttle asked for information on how long the coronavirus can live on the surface of interlibrary loan materials, and Dragon informed him that there are studies being done, but that the general assumption is from 24-72 hours.

**Treasurer's report:** Leonard informed the board that the positive budget balance for 2019 remains in the money market account. The committee will discuss moving the funds to the reserve account at the next finance meeting.

In comparing budget lines to the previous year, Leonard informed the board that he found the use to be fairly comparable. Dragon informed the board that the Library will likely be spending less due to the change in the Summer Reading Program this year, along with other expenditures.

**February Expenditures:** Powis will review the February expenditures when the Library reopens

**March Expenditures:** Sole will review the March expenditures when the Library reopens.

**April Expenditures:** Schneider volunteered to review the April expenditures when the Library reopens.

**May Expenditures:** Balko volunteered to review the May expenditures when the library reopens.

**Building and Grounds Committee:** Altman reported that the committee met prior to the May board meeting and discussed the side walkway. While the intention was to pave the walk with bluestone this year, the committee decided to wait before making a decision due to the coronavirus and the unknown effect on the Library's budget.

The committee also discussed small tasks that could be done around the Library at this time, with the intention of employing independent contractors.

Wilson informed the board that the committee has received 2 bids for the insurance contract, which had been circulated to the committee members. Wilson was expecting two additional bids, which have not yet been received. Of the two received, Wilson recommended to continue with Metzwood Insurance, which the board has been satisfied with and which saves roughly \$1,200. Wilson is still hoping to receive at least one more bid, as the committee guidelines state that there should be at least three to compare. However, the current contract ends in June, and so it is important to have another lined up.

A motion to empower the B&G committee to continue seeking a third bid, and, barring a comparable bid, approve a contract with Metzwood Insurance for 2020-21, with the understanding that the committee will report additional bids to the board was made by Wilson, seconded by Fleming, and passed without dissent.

**Finance Committee:** Leonard sent two proposals via email to the board in advance for review. Following discussions, the following motions were put forward.

A motion to authorize the treasurer to establish a brokerage account with Vanguard or similar institution approved by the finance committee and

transfer, with agreement of the finance committee, up to \$25,000 from the Key Bank Reserve Account to the money market settlement fund of that brokerage account in anticipation of investing in board approved bond and equity ETFs or mutual funds at a time to be recommended by the finance committee, which shall be linked electronically with the Key Bank Reserve Account to allow funds to be transferred back and forth as needed was made by Leonard, seconded by Sole, and passed without dissent.

A motion to authorize a total of \$456,304 currently held in the Key Bank Reserve Account to be considered an operational reserve for operational expenses of the library in 2021 and the first three months of 2022, should public funds be held up or unavailable during that period; provided that these funds may be removed from the Key Bank Reserve Account for investment in liquid assets to include CDs and money market accounts for the purpose of accruing interest, with such investments being made by the treasurer with agreement by the finance committee and reported to the board at the next scheduled board meeting was made by Leonard, seconded by Tuttle, and passed without dissent.

**Operations Committee:** Vecellio informed the board that the committee has been drafting and updating policies. A policy on Narcan administration has been distributed to trustees in advance to review, and will be voted on at the June board meeting.

Vecellio discussed the previous committee meeting, which focused primarily on reopening the Library. The committee is currently working on a draft policy that will cover guidance for cleaning/disinfecting from the CDC, a proactive infection plan being developed by Dragon with guidance from MHLS, and a patron code of conduct to reflect the current situation. A draft policy will be presented at the June board meeting.

Dragon informed the board that the Columbia County libraries will be working together to reopen in a measured approach.

**Fundraising Committee:** Sole informed the board that the committee had raised roughly \$25,000, but they are not currently looking at fundraising due to the current situation with the coronavirus.

## **Old Business**

Fines Policy: Due to the coronavirus, all libraries are currently waiving patron fines. However, the Library will still be going "fine-free" in the near future.

Board Meeting Day and Time: Dragon had sent out a poll after the April meeting, and there were no new dates or times that worked for enough people to realistically change the meeting date.

## **New Business**

## **Public Comments**

**Sunday Coverage: TBD**

**Next meeting:** June 8, 2020

**Adjournment:** A motion to adjourn was made by Vecellio, seconded by Mayer, and passed without dissent. The meeting was adjourned at 8:07pm.