

DRAFT MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 12TH, 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 Van Allen; Marie Orlando, Friends of the Library

Call to Order/Announcements: Spielmann called the meeting to order at 7:00pm. He confirmed with Dragon that the Sexual Harassment Training forms had been completed by trustees and received by the Library.

Public Comments:

September Minutes: A motion to approve the September meeting minutes was made by Vecellio, seconded by Sole, and passed without dissent.

Friends of the Library: Orlando reported that the Friends are in the middle of their membership renewal drive, and they are doing both online and mail-in renewals. She reminded the board that for National Friends of Libraries Week, the Friends are beginning their Thanksgiving centerpiece fundraiser. She also thanked teen librarian Matt Pavloff for organizing a pop-up book sale run by local teens, which raised over \$500 for the Friends.

The Friends board has been voted on, and is composed in the following way: Chair, Marie Orlando; Vice-Chair, Vivian Wachsberger; Membership Chair, Louise Marks; Treasurer, Stephanie Lally; Recording Secretary, Lianne Jensen; Corresponding Secretary, Nicole Vanderpool; Members-at-Large, Claire Dunn and Kristina Lang. Orlando also reported that the Library director is now a voting member of the council.

Director's Report: Dragon informed the board that the first week of in-person appointments has been going well, and that there haven't been any issues arriving around the visits. There have been approximately 15 in-person appointments made so far.

Treasurer's report: Charbonneau expressed that he believes that the revised budget for 2020 will remain on track for the remainder of the year.

July Expenditures: Leonard reported on and approved the check register (\$18,717.49) and the Mastercard (\$8,610.37) for July

August Expenditures: Wilson reported on and approved the check register (\$6,558.53) and the Mastercard (\$636.10) for August.

September Expenditures: Powis volunteered to review the September expenditures for the November meeting.

Building and Grounds Committee: The committee will be meeting on the first Wednesday of each month at 4pm if any trustees would like to attend. Altman reported that the Library's boiler will be inspected on October 20th, and that she is arranging a time for the fire suppression system to be inspected as well. The committee is looking into dates for a fall cleanup of the grounds.

The committee is seeking a person to help coordinate and schedule volunteers for regular grounds maintenance. Balko had been taking on the role previously, and wanted to thank Stephanie Carty, Sue Charbonneau, Jeremy Darman, Leslie & Olivia Dumont, Barb Mayer, Wendy Spielmann, Ben Vecellio, and Mark Wilson for helping care for the new landscape designs and plantings. Horticulturist Harry Birckmayer reported that he has never had such thorough caretakers, and that the watering crew helped keep nearly every plant alive even through drought conditions.

Finance Committee: Charbonneau reported that he has worked with Vanguard to allow the Library's KeyBank account to be connected, which will allow funds to be easily transferred between the two.

The committee discussed the 2021 budget. A draft of the budget was sent to trustees ahead of time. He reminded the board that they were expecting to increase the employee pay rates to \$15/hour for desk staff and \$20/hour for librarians by 2021. The committee discussed whether this would still be possible, and he asked the board for input.

A discussion followed on how to make up the roughly \$30,000 deficit in the draft budget. Trustees discussed the Library's reserve fund, having trustees make contributions, and future fundraising opportunities. Tuttle strongly recommended that trustees review the minutes of the finance committee meeting for a more thorough analysis of the budget.

A motion to continue with the original plan of increasing pay rates for the Library staff as previously proposed was made by Charbonneau, seconded by Birckmayer, and passed without dissent.

The committee proposed having all trustees make a contribution to the Library to help alleviate the 2021 budget deficit. It was decided to vote on that action at the November meeting to allow trustees a chance to discuss or raise concerns with the rest of the board.

Operations Committee: Vecellio reminded trustees that there were 3 policy updates distributed for review at the September meeting. She reviewed the changes for the board to the Displays & Exhibits policy, Freedom of Information Law policy, and Materials Selection and Collection Development policy. A motion to approve the three policy updates was made by Vecellio, seconded by Tuttle, and passed without dissent.

Vecellio sent the updated Organization Card policy, which has minor updates, and the Patron Code of Conduct policy, which now includes the former Patrons Rights and Responsibilities in its language, to trustees in advance for review. Upon discussion, the changes will be voted on at the November meeting.

Fundraising Committee: Sole informed the board that she has been in contact with Aimee Strunk, who hosted a memorial tea party last year which benefited the Library. Strunk is planning a similar, socially distant event this year and looking to have the Library benefit again. Dragon will work with Strunk to set up and promote the event.

Old Business

Director Evaluation Results: Spielmann informed the board that he reviewed the results of the director's evaluation with Dragon on Friday. The trustees went into Executive Session to discuss the results and additional topics.

Upon return from executive session, Spielmann reported on the following actions:

- 1) Upon motion duly moved and seconded, Vecellio will review the wording on the vacation policy with respect to the number of days staff are allowed to carry over from one year to the next.
- 2) Upon motion duly moved and seconded, the director's salary will be raised to \$69,300.
- 3) Upon motion duly moved and seconded, Powis will explore options in moving the monthly board meetings to a different day of month to better accommodate the schedule of the Library staff.

Dragon thanked the trustees for their continued help with the Library operations and their faith in her as their director.

New Business

Reopening Building and Delivering Services: Dragon is continuing to explore the possibility of home delivery to home-bound patrons. She is also expecting to reopen the Library to 35 hours by January in order to meet state requirements, with the expectation that the Library would make it back to 47 hours shortly after.

Public Comments

Sunday Coverage: TBD

Next meeting: November 9, 2020

Adjournment: A motion to adjourn was made by Powis, seconded by Sole, and passed without dissent. The meeting was adjourned at 8:38 pm.