

**APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 12TH 2016**

Present

Dot Balko, Secretary

Bill Better

Matt Cabral

Bruce Charbonneau, Treasurer

Jeremy Darman

AnnaLee Giraldo, Director

Lee Jamison

Jane Jessup Mayer

George Mayer

Elizabeth Phillips

Gary Spielmann, President

Jim Tuttle

Karen Vecellio, Vice President

Mark Wilson

Excused

Michael Leonard

Guests

Marie Orlando, Bonnie Shannon, Friends of the Library; Judy Van Allen

Call to Order: Members in attendance constituted a quorum. Spielmann called the meeting to order at 7:00pm.

Announcements: Spielmann and the board discussed the progress being made on the building's construction.

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

Friends of the Library: Orlando informed the board that the Fall Read & Relax Book Sale will be taking place on the weekend of September 17th. She announced new Friends' council members and thanked board trustees who have volunteered to help with the book sale. Orlando also announced that the Friends will be offering their first contribution to the capital campaign on October 19th as part of National Friends of the Library week.

Director's Report: Circulation statistics were distributed in advance for review. Giraldo pointed out that overall circulation statistics are lower than 2015's, but still higher than 2014, indicating that circulation numbers are still rising in general. Giraldo also updated the trustees on the fundraising and construction progress, and discussed the success of the summer reading program. She also has received a mini-grant to help develop the library's Spanish language collection, and discussed upcoming programs and events.

Treasurer's report: Charbonneau reviewed the Profit and Loss report for the board, focusing on the financials involving the capital campaign.

May Expenditures: Tabled to the October meeting.

June Expenditures: Balko presented the June check register (\$23,095.81) and Visa bill (\$2,163.61) to the board.

July Expenditures: Darman volunteered to review the July expenditures for the October meeting.

August Expenditures: Wilson volunteered to review the August expenditures for the October meeting.

Building and Grounds Committee: Jessup Mayer reported that the committee would like to seek a contract with Hall Construction to handle general repairs around the library. The board discussed the possibility of combining a number of services, including handyman activity and snow removal, into this one contract. A motion to consolidate the services and seek a contract with Hall's Construction was made by Jessup Mayer, seconded by Darman, and passed without dissent.

The committee is also discussing whether the library should do the spring and fall yard cleanup with volunteers, as it has been done previously, or include the cleanup under this new contract.

Finance Committee: Charbonneau reviewed the financial overview with the board, pointing out that what looks like a \$110,000 surplus is not actually, and will be balanced once current bills are taken into account.

Operations Committee: Vecellio discussed two new policy revisions, which were emailed to the trustees before the board meeting. The revisions are for the library's Law Enforcement Inquiries Policy and Procedures and the Internet and Equipment Use Policy. Giraldo discussed the changes made regarding internet use, which will include a very basic filter placed on internet usage.

Building Construction: Charbonneau informed the board that the construction is well ahead of schedule, and discussed a few minor changes that have been made along the way. The library has paid \$42,000 thus far, and the window installation will be the next step. He pointed out that public reception of the construction has been overwhelmingly positive. Giraldo discussed the various furnishings to be purchased for the Reading Room.

Fundraising Committee: Sole informed the board that a reception will be held once the Reading Room is completed.

Old Business

414 Proposition: Spielmann filed the petitions with the town clerks for transmittal to the county board of elections to be placed on the ballot. We filed 375 signatures in Kinderhook and 99 in Stuyvesant, well above the required minimum number. Signs encouraging the vote will be placed around town in October.

Traffic Calming: Nothing to report.

New Business

New York Main Street Program: The Village of Kinderhook asked Spielmann to write a letter to support their New York Main Street Program application. Spielmann distributed copies of the letter for the board.

Sunday Coverage:

Sept 18th Jamison

Sept 25th Mayer

Oct 2nd Better

Oct 9th Sole

Oct 16th Cabral

Oct 23rd Wilson

Next meeting: October 10th, 2016

Adjournment: A motion to adjourn was made by Vecellio, seconded by Darman, and passed without dissent. The meeting was adjourned at 7:52pm.