

APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 14TH, 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
Karen Vecellio, Vice President
Mark Wilson

Excused

Jim Tuttle

Guests

Judy VanAllen; Marie Orlando, Friends of the Library

Call to Order/Announcements: Spielmann called the meeting to order at 7:00pm. He thanked AnnaLee for her frequent updates and informed the board that he is very pleased with the way the Library has been operating under the restrictions from the novel coronavirus. Schneider took role.

Public Comments:

July Minutes: A motion to approve the June board minutes was made by Leonard, seconded by Powis, and passed without dissent.

Friends of the Library: Orlando informed the board that the Friends have developed a new budget for 2021. She informed the trustees that although they cannot have their membership meeting in person, members can vote on the slate of officers through the library website, as well as renew their memberships.

Orlando announced new individuals on the slate of officers for the Friends, and informed the board that during National Friends of Libraries week, the Friends will be selling Thanksgiving centerpieces as a fundraiser.

Director's Report: Dragon informed the board that the newsletter is at the printers and ready to go out at the end of September, and she is very pleased with how full it is while focusing on online programming. She's also looking at beginning in-person library appointments, and the Library is current holding about 150 curbside pickups a week, which is a large amount compared to other Libraries in the area.

Treasurer's report: Charbonneau informed the board that the finance committee was looking at updated budgets for 2021, and that Dragon would present a first draft at the next meeting on September 24th.

June Expenditures: Powis reviewed and approved the June capital campaign check register (\$1,199), operations check register (\$15,772.62) and Mastercard bill (\$1,485.70)

July Expenditures: Leonard volunteered to review the July expenditures for the September meeting.

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

Building and Grounds Committee: Altman reported that the committee met due to the occurrence of a bat in the building. They decided to treat it as a one-time occurrence that did not need immediate action after the bat was removed.

Dragon informed the board that she will contact the fire chief for a walkthrough to examine the fire suppression system. She also mentioned that the HVAC system occasionally browns out and resets, but she is looking at a possible solution with the help of the Library's architect and the HVAC specialist.

Balko reported that the new grass seed has been laid down and has already sprouted. Dragon and Spielmann approved \$3,000 to be allotted to propane purchases.

Finance Committee: Charbonneau reported that he is looking to transfer the reserve fund from the money market account to one with a higher interest rate.

Operations Committee: A motion to approve the updated Sexual Harassment policy was made by Vecellio, seconded by Balko, and passed without dissent.

At the July board meeting, the committee had proposed a change to the trustee bylaws requiring annual continuing education. A motion to approve the policy was made by Vecellio, seconded by Wilson, and passed without dissent. Sole asked if Mid-Hudson would provide a schedule of trustee training courses, and Dragon informed the board that there will be a number of opportunities throughout the year and a variety of ways to attend.

Vecellio informed the board that the committee is reviewing policies that haven't been reviewed in more than five years. She sent the proposed updates to the board ahead of the meeting, and will seek to approve the updated policies at the October board meeting.

Fundraising Committee: Sole informed the board that the committee is looking at an annual appeal to go out in December of this year addressing prior donors, as well as a public fundraising campaign. Due to the impact of the pandemic on businesses, this campaign would address individuals only.

Old Business

Circulation Policy: A motion to approve the Library's fine-free policy was made by Vecellio, seconded by Balko, and passed without dissent.

New Business

Director Annual Evaluation: Vecellio reminded the board that Dragon's annual evaluation is coming up in October, and she will email the form out to the trustees. Spielmann requested that the forms be returned to the Library by the 28th of September.

Sexual Harassment Prevention Training: Dragon will send the sexual harassment prevention training information to trustees. The training must be completed by October. The training consists of two videos and a form to complete.

Reopening Building & Delivering Services: Dragon informed the board that she is developing a plan for opening the Library for in-person sessions, which will allow patrons to browse or use a computer. She reviewed the procedures with the trustees. Trustees asked questions about the various services being offered, and Dragon discussed her plans for home delivery as a pilot program.

Public Comments

Sunday Coverage: TBD

Next meeting: October 12, 2020

Adjournment: A motion to adjourn was made by Sole, seconded by Vecellio, and passed without dissent. The meeting was adjourned at 7:55pm