

**APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 13TH, 2021**

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. Schneider took roll. Spielmann thanked the Library staff for helping with operations while Dragon was temporarily out of the office. Dragon informed the board that the Library had received a donation of art for display in the Children's room from Barry Herbold.

Public Comments:

November Minutes: A motion to approve the December minutes was made by Vecellio, seconded by Leonard, and passed without dissent.

Friends of the Library: Orlando informed the board that the Friends are slightly behind their membership renewals, so they are making a push to reach the same number as last year. She also mentioned that the Friends have received a \$1,000 donation from Hannaford, and their fundraising has been going well.

Director's Report: Dragon informed the board that she has received the Library's annual donation from the Evelyn Bordewick Foundation. She also thanked children's librarian Mandy for her hard work putting together over 80 kits for an Early Reader's book club collaboratively with the Valatie Library. Dragon pointed out to the board that during the first meeting of the year, she typically compares circulation numbers from previous years; however, due to the pandemic and the unique circumstances the Library has been in, she did not put one together since the year is incomparable to other years.

Treasurer's report: Charbonneau informed the board that the Library started the year with a positive balance of approximately \$38,000 from the 2020 budget; however, he will still transfer funds from the reserve due to the uncertain timeline of the Library receiving public funds.

November Expenditures: Sole reviewed and approved the check register (\$8,649.12) and Mastercard (\$1,507.02)

December Expenditures: Altman volunteered to review the December expenditures for the February meeting.

Nominations Committee: Wilson received confirmations from the current officers of the board to continue with their positions. Therefore, the following positions will be held for 2021: Gary Spielmann, President; Karen Vecellio, Vice President; Kathy Schneider, Secretary; and Bruce Charbonneau, Treasurer. A motion to approve the slate was made by Sole, seconded by Charbonneau, and passed without dissent.

Spielmann informed the board that he will reach out to those trustees whose terms end in March regarding their intention to continue serving.

Building and Grounds Committee: Nothing to report.

Finance Committee: Charbonneau sent the committee minutes in advance to the board. He informed the board that the committee is looking into updating the Investment Policies and Procedures.

Operations Committee: Vecellio reported that the committee had discussed vacation time and paid time off for library staff. The committee also discussed streamlining paid time off, and proposed eliminating personal, vacation, and sick leave, instead combining them all under the umbrella term "paid time off" (PTO).

In their proposition, every full time salaried employee will receive 33 days of PTO after their first probationary period. A maximum of five days may be banked and carried over for use in the event of an illness each year. No more than 20 days can be accumulated in this manner, and there will be no compensation for unused time.

Dragon pointed out that this policy is similar to the previous policy, but allows more flexibility for staff and allows the bookkeeper to more easily track the time used. Tuttle recommended that the policy be run by an attorney to ensure that there are no ambiguities in the wording. Trustees continued to discuss various parts of the policy. Trustees will review the proposal, with a plan to vote at the February meeting.

Fundraising Committee: Sole reported that the annual appeal brought in over \$7,000 and that the committee is extremely pleased with the results. Dragon informed the board that the Library will officially end their contract with Blackbaud, a fundraising program that the Library had been using.

Spielmann brought up the possibility of continuing with the paver fundraiser that the Library used during the expansion process. Adding new commemorative pavers to the back patio requires a minimum order number, so there would need to be enough community interest to pursue the course. Dragon suggested promoting this in the spring newsletter.

Old Business

New Business

Spielmann discussed the two volume sourcebook he has compiled. It contains a history of the library and the building; the report documents the story of the board's building program from concept to completion (2009-2019). The capital campaign, building construction and technologies utilized to make the Kinderhook Library a true 21st century library are featured. He thanked the director, trustees, and friends who assisted him and indicated that it is available for circulation upon request. It will also be a resource book for new trustees and a refresher for veteran trustees.

Public Comments

Sunday Coverage: TBD

Next meeting: February 10th, 2021

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