

**APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 9TH, 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. Schneider took roll.

Public Comments:

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

Friends of the Library: Orlando informed the board that the Friends had a successful Thanksgiving fundraiser and collected nearly \$800 selling centerpieces. She also announced that the \$3,000 that the Friends previously donated for the museum pass program will now be going to fund the Library's four newsletters. They are continuing to explore new fundraising options. Orlando thanked Vivian Wachsberger for decorating the front door for the village door decorating contest.

Director's Report: Dragon informed the board that the Library website had been hacked, but it has been fixed and that more security has been added. She discussed the future of the Library's in-person appointments, which she hopes to increase in January, pointing out that the browsing appointments will be paused if the Covid case numbers rise, but she wants to remain open for computer use as long as it's safe.

Treasurer's report: Charbonneau informed the board that he is confident that the Library will be successful in making it through the year financially. Spielmann asked for clarification on the healthcare expenses, which Dragon was able to answer for him.

October Expenditures: Birckmayer signed off on and approved the check register (\$7,580.12) and Mastercard bill (\$780.11)

November Expenditures: Sole volunteered to review the November expenditures for the January meeting.

Building and Grounds Committee: Altman thanked everyone who helped with the fall cleanup day. Dragon informed the board that she is aware that the lampposts at the end of the walkway are not working, and has contacted the electricians to help with it.

Finance Committee: Charbonneau sent the committee minutes in advance to the trustees.

Operations Committee: Vecellio informed the board that the committee is looking into how to allow library staff to carry over their vacation days that went unused in 2020. The committee was not ready to make a recommendation to the board, but gave an overview of what they are working on, such as changes in how the Library manages time off. They will conduct more research and speak with the Library's insurance company to form a proposal for a future meeting.

Fundraising Committee: Sole reported that the Lynn Strunk tea party fundraiser raised over \$1,200, and that the annual appeal letter has been prepared and mailed. Dragon reported that the total cost of the letters and postage was just over \$400, and the Library has already received more than that in donations. Sole thanked the trustees who helped put the appeal together, as well as Judy Van Allen.

Old Business

Board Meeting Date: A motion to change board meeting to the second Wednesday of the month was made by Vecellio, seconded by Altman, and passed without dissent.

2021 Budget: Charbonneau distributed the 2021 budget in advance for review. He noted specific changes between the 2020 and '21 budgets. He requested approval to use \$26,000 from the reserve fund to support the budget. A motion to approve the use of \$26,000 from the reserve fund for the 2021 budget was made by Tuttle, seconded by Vecellio, and passed without dissent.

A motion to accept the 2021 budget was made by Tuttle, seconded by Wilson, and passed without dissent.

A motion to approve the rollover of funds from the 2020 budget to the 2021 budget was made by Leonard, seconded by Jamison, and passed without dissent.

A motion to preauthorize the treasurer to move expenditures from the reserve fund to the operating account as needed until funds are received from the county was made by Tuttle, seconded by Leonard, and passed without dissent.

New Business

Spielmann discussed plans to create a Library "sourcebook" to recount the history of the Library and the process by which it became the institution it is today. The sourcebook would, among other things, discuss the Capital Campaign and the process of building the addition. He

asked the board for any materials or documents that would help him paint a complete picture of the project and the history.

Public Comments

Sunday Coverage: TBD

Next meeting: January 13th, 2021

Adjournment: A motion to adjourn was made by Altman, seconded by Fleming, passed without dissent. The meeting was adjourned at 7:42pm.