

APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
JULY 14TH, 2021

Present

Patricia Altman
Ann Birckmayer
AnnaLee Dragon, Director
Jim Fleming
Lee Jamison
M. Carol Leber
Michael Leonard

Kathryn Schneider, Secretary
Marian Sole
Gary Spielmann, President
Jim Tuttle, Treasurer
Karen Vecellio, Vice President
Mark Wilson

Excused

Brad Lohrenz, Bernadette Powis, Marisa Rothstein

Guests

Marie Orlando

Call to Order/Announcements: Spielmann called the meeting to order at 7:00pm. Schneider took roll.

Public Comments: None

June Minutes: A motion to approve the June minutes was made by Sole, seconded by Tuttle, and passed without dissent.

Friends of the Library: Orlando announced that the Friends have two popup booksales scheduled at the Farmer's Market, as well as their upcoming Garden Tour event. She also informed the board that the Friends are reviewing and renewing their bylaws, which they are hoping to vote on at their September 17th meeting. The friends' nominations committee is looking for people interested in taking a leadership position on the board.

Director's Report: Dragon informed the board she attended the Ichabod Crane School board meeting on July 13th, which gave her a chance to speak to the board directly about the programs that the Library is offering. She also distributed circulation statistics to the board, and the numbers show that the Library is quickly returned to pre-Covid circulation numbers, and the Summer Reading Program signups are picking up.

Treasurer's report: Tuttle informed the board that the budget is on track, and discussed the difficulties in predicting how many funds need to be set aside for utility costs such as electricity and propane. Dragon explained the Museum Passes line in the budget, which changed due to a grant for Columbia County Libraries that shifts where museum pass funding comes from. The museum pass line will still be present, but the amount budgeted will be lowered in the future. Tuttle also mentioned that he is very satisfied with SVT Bookkeeping.

May Expenditures: Dragon reported on the May check register (\$14,482.65) and Mastercard (\$868.07).

June Expenditures: Jamison volunteered to review the June expenditures for the September meeting.

Building and Grounds Committee: Altman discussed a leak in the roof that has been taken care of. The committee is going to have someone clean the gutters monthly to prevent future leaks. She also addressed an issue with the HVAC computer system, which shuts itself down during brownouts as a safety measure but does not turn itself back on. The committee is going to have a phase protector installed, which should protect the equipment and prevent shutdowns. Altman also discussed purchasing furniture for use on the back patio, since there has been an increase in usage of the space.

The committee discussed having a bluestone walkway installed along the side of the building, which has been a plan for a while. The committee received two proposals, one of \$12,750 and the other of \$13,700. Harry Birckmayer, who designed the landscaping for the library, recommended the \$12,750 bid.

A motion to accept a proposal from CG Stone for \$12,750, acknowledging that the committee only received two bids, was made by Altman, seconded by Vecellio, and passed without dissent.

Finance Committee: Dragon expects to present a draft budget to the finance committee by September, with the expectation to put to before the board in November.

Operations Committee: Vecellio presented a new policy in response to the new New York Hero Act, the purpose of which is to have workplaces develop policies regarding airborne diseases. The committee met to combine the new wording from New York State with the previous Infectious Disease Preparedness and Response Plan set by the board earlier in the year. The policy was sent to trustees ahead of the meeting.

A motion to approve the Airborne Infectious Disease Exposure Protection Plan, which will replace the Infectious Disease Preparedness and Response Plan, was made by Vecellio, seconded by Leber, and passed without dissent.

Vecellio also discussed following up on the prior Community Conversations program by inviting previous attendees to an event in the fall, and developing an action plan afterwards.

Fundraising Committee: Nothing to report.

Old Business

414 Petition Filings: Spielmann informed the board that the petition filings are complete.

Petition Rationale Updated: Spielmann reviewed the rationale for pursuing a 414, and included a breakdown of numbers and costs.

New Business

Advocacy and role of friends: Orlando and the Friends will continue advocating for the 414 on behalf of the library

Public Comments: None

Trustee Assignments:

Sunday Coverage: TBD

Next meeting: September 8th, 2021

Adjournment: A motion to adjourn was made by Jamison, seconded by Vecellio, and passed without dissent.