

APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 10TH, 2021

Present

Patricia Altman
Ann Birckmayer
AnnaLee Dragon, Director
Jim Fleming
Lee Jamison
Carol Leber
Bernadette Powis

Brad Lohrenz
Marisa Rothstein
Kathryn Schneider, Secretary
Marian Sole
Gary Spielmann, President
Jim Tuttle, Treasurer
Karen Vecellio, Vice President

Excused

Michael Leonard, Mark Wilson

Guests

Marie Orlando, Sharon Rae, Friends of the Library

Call to Order/Announcements: Spielmann called the meeting to order at 7:00pm. He thanked the Friends, trustees and staff for their help with the recent 414 vote. He noted that about 400 individuals in districts 1 and 2 in Kinderhook did not vote on the library proposition.

October Minutes: Vecellio made a motion to approve the minutes of the October board meeting, which was seconded by Tuttle, and passed without dissent.

Friends of the Library: Orlando noted that the Friends are currently seeking membership renewals and recruiting new members. They have decided to enter the library in Kinderhook's door decorating contest. They have asked Dragon to identify a project that she would like the Friends to support. Orlando noted that they are supportive of the Sustainable Library Certification Program and would be willing to provide funding and labor. She also reported that the revisions to their bylaws will add three new members at large to their board.

Director's Report: Dragon distributed her Friday emails in advance of the meeting. She reported that she had finished her first class for the post-graduate certificate program in Public Library Administration and will begin a second class on Legal Issues in Libraries in January. She plans to continue her weekly Friday emails because, according to the feedback on her annual evaluations, the trustees feel better informed, making the weekly reports worth the extra effort. She also reported that she had checked with libraries involved in the Sustainable Libraries Program and learned that the people involved estimate that they spend 5-10 hrs/month on this project. Tuttle made a motion that the Kinderhook Memorial Library join the Sustainable Library Certification Program. It was seconded by Powis and passed without dissent.

Treasurer's report: Tuttle distributed the treasurer's report in advance of the meeting and noted that the financial overview is on track to operate in the black through the end of the

year. Sole made a motion to accept the report, which was seconded by Vecillio and passed without dissent.

September Expenditures: Lorenz reviewed and approved the check register (\$20,735.78) and Mastercard bill (\$3,422.19).

October Expenditures: Powis volunteered to review the October expenditures for the December meeting.

Building and Grounds Committee: Altman reported that she had nothing to report.

Finance Committee: Tuttle reviewed the 2022 budget that had been distributed in advance of the meeting. The main unknown is Dragon's salary, which will be determined in executive session as a part of this meeting. He added that inflation is running 6% and we may need to revisit budget during 2022. He noted increases in books and downloadable media as well as funds to replace all six computers. There is also an increase in funds for grounds maintenance for the new gardens because Harry Birckmayer will be paid for his ongoing work to maintain our library gardens. The budget includes money for a full audit as well and professional development was increased due to the classes the Board approved previously for AnnaLee. The budget will be voted on at next month's meeting.

The Finance Committee is reviewing a second, more concise version of the investment plan, and trying to decide how much outside assistance is needed. It will be interviewing candidates for this job and evaluating costs and services.

Operations Committee: Vecellio distributed a handout that summarized the community conversations including additional themes raised at a recent meeting. The committee will be working to incorporate the ideas raised in the community conversations into the long-range plan.

She noted difficulty in scheduling a meeting with Rebecca Smith Aldrich about best practices for library by-laws and she suggested that since we need most trustees to attend, we invite her to attend our January board meeting, starting at 5:30pm instead of 7:00pm.

Vecellio distributed revised policies for review on Internet and Equipment Use, Local History Collection, Volunteers, and Unattended Vulnerable Adults, noting that with the exception of Internet and Equipment Use, most of the changes amount to policy conforming to existing practices.

Fundraising Committee: Sole reported that Julie Johnson Fels has once again donated her time to design the layout of the brochure for the annual appeal that is expected to go to the printers this week and be mailed in early December.

Old Business: Renee Shur, will be notified that the library is not interested in partnering with the Village on grants to 501 (c) (3)s unless the library is a part of the project.

New Business: After initially deciding that Candlelight Night would not be held in 2021, it has now been scheduled for Friday, Dec 3. The library will participate with a photo exhibition of

Spielmann's wildlife photography, but no food. Assistance might be needed to control crowds and masking.

The board went into executive session to decide the director's salary for 2022.

Public Comments: None

Trustee Assignments:

Sunday Coverage: TBD

Next meeting: December 8, 2021

Adjournment: The meeting adjourned from an executive session at 8:43pm. The motion was made by Powis, seconded by Sole, and passed without dissent.