Draft Minutes
KML - Board of Trustees Meeting
April 18, 2023

Present:
Patricia Altman, President
Amy Abbati
Seth Agata
Roberta Baldini
Ann Birckmayer
Kevin Gilrain
Sharon Jensen
Brad Lohrenz, Vice President
Marisa Rothstein
Kathryn Schneider
Marian Sole, Treasurer
Christina Scott, Secretary
Jim Tuttle
Matthew Pavloff, Director

Absent: Jodie Corngold and Bernadette Powis

Guests: Sharon Rae, Friends of the Library

Call to Order/Announcements: P. Altman called the meeting to order at 7:01pm.

Public Comments:

February Minutes: A motion to approve the March minutes was made by Sole and Baldini seconded the motion; the minutes were unanimously approved.

Friends of the Library: Sharon Rae reported on behalf of the Friends of the Library. The spring book sale is scheduled for May 20th & 21st and they are reaching out for volunteers. Pavloff and Marks have met to discuss the budget and management of funds. The Friends would like to fund portions of the summer reading program.

Director’s Report: The NYS budget has not yet passed, which means that the question of library aid is still in flux. While we don’t directly receive funds from the state, our library system does. Unfortunately, if they receive less funding this year, the expense to make that up will go to the libraries that they serve and our annual fees to them will increase. At our Columbia County Library Association meeting, the group decided that we will push back our Community Read to later in the year. While the timing would have worked well for us, we really want this to be a county wide initiative so we’ve decided to wait until we’re all able to work together on this. In late January, Matt applied for a grant through the Bank of Greene County to help fund some outreach initiatives. We’ve received $100 from them, which while not the full amount will
certainly go toward helping us reach these goals. Matt tabled at the Columbia County Department of Health’s Migrant Fair on Sunday, Mar 26 at St. Joseph’s in Stuyvesant. The event wasn’t as large as prior years, but he passed out about 60 free books for kids and teens as well as bilingual fliers advertising Mandy’s new play group on Friday mornings. The Library’s collection of Decodable Readers is still gaining us some amazing attention, and Mandy regularly fields calls from libraries across the country looking to incorporate these into their collection. This past month, a representative from Teach My Kid to Read asked for her help in discussing the merits of the collection with another library that was hesitant to add decodables to their collection.

**Treasurer’s Report:** Sole reported on the financial overview and has some corrections including that the Bank of Greene County CD for $75,000 should be included in the operations account. The Schwab account is gradually growing; we are at $590,000. M. Sole and M. Pavloff will meet to go over fundraising appeal numbers. J. Tuttle will review the February expenditures and R. Baldini will review the March expenditures.

**Audit Committee:** S. Agata reported on his review of the by-laws for our needs of creating a “working” executive committee. After reviewing by-laws of other nonprofits and libraries, Agata suggested adding a 5th member to the executive committee for voting purposes. The purpose of the working executive committee is to authorize acts on behalf of the trustees between meetings that are urgent or require emergency action. The committee would not be allowed to fill an office, amend or repeal or adoption of new by-laws. Any action taken by the executive committee would be recorded in writing and reported to the full board as soon as possible, no later than the regular scheduled board meeting. A draft of this new article for the library by-laws was proposed by Agata, seconded by Tuttle and will be reviewed by trustees for approval at the May meeting.

J. Tuttle discussed the audit process moving forward. As a board, between December and January we must meet to discuss and vote on what form of audit we want- either a review or a full audit. A review will be cheaper than the more intense full audit. It has been decided that 2022 will be a review and Nicole recommends a review for 2023 as well. Nicole is applying for an extension for filing the 990 form in order to review everything prior to submitting. J. Tuttle has requested Metzwood to review the library’s insurance policy, and will report at a later date.

**Buildings & Grounds Committee:** K. Schneider reported that a public event dedication ceremony for June 3rd is probably not needed. Matt has volunteered to show the families around the memorial installations as they are established and as their personal schedules permit. Kathy stated that Jim Fleming, who donated funding for the repairs to the sundial base, and Chris Kelly, who donated his time to do the work, deserve a public thank you. Our flagpole has been removed; the flag is now on the building next to the front door and our tree is now planted.
Finance Committee: M. Sole reported that the finance committee discussed the 414, which will be covered during new business.

Fundraising Committee: B. Lohrenz reported on the Behind the Scenes Art Tour. As of tonight, we have sold 120 tickets of which 61 tickets are for the party at John Morra’s studio. We are still in need of docents - we are reaching out to Ichabod Crane students and the Boy Scouts to fill openings.

Operations Committee: P. Altman reported for Powis, who was unable to attend. The committee is reviewing sample background check policies.

Sustainability Committee: K. Gilrain reported on the process of our SLI and what tasks are still “open” and need completion by June. Gilrain and Pavloff would like to suggest the lunchtime learning series by GreenNY that can be a part of our trustee PD hours to learn more about sustainability and our purpose of going “green”. Quick reminder - all trustees need to have two hours of PD a year. The library is hosting Meatless Mondays for the next 6 weeks, as well as supporting the community’s computer recycling program.

Old Business:

New Business: P. Altman and M. Sole began the discussion of the 414, which is the NYS law that enables us to go to the voters to ask for an increase in funding for the library. The process involves getting two board resolutions approved - one for Kinderhook and one for Stuyvesant. Trustees will need to go out into the community to receive signatures in order to have the resolution on the ballot. The vote means stability and local support. We started going for the 414 since 2005; we have been successful each time. The library switches years with the Valatie library in order to have no confusion with voters with two library resolutions to vote for. The finance committee decided that the library should request a 5% increase in funding that would be an additional $12,887 from Kinderhook and an additional $1,819 from Stuyvesant. However, the finance committee states that going forward this 5% increase just focuses on inflation, and if we decide not to move forward with the 414 this year, we would not be able to go for the 414 again until 2025. The board discussed the pros and cons of moving forward with a 414, agreeing that a 5% increase request is a bare bones number and fundraising goals for the library would also need to increase to assist in the library budget. M. Sole made a motion to go for the 414 for the Village of Kinderhook and the town of Stuyvesant to increase their support by 5% and J. Tuttle seconded the motion and unanimously approved to create a resolution for a May board meeting approval. The required signatures need to be completed by mid-June.
Adjournment: A motion to adjourn the meeting made by Sole, seconded by C. Scott and was unanimously approved.