Draft Minutes
KML - Board of Trustees Meeting
February 21, 2023

Present:
Patricia Altman, President
Ann Birckmayer
Kevin Gilrain
Lee Jamison
M. Carol Leber
Brad Lohrenz, Vice President
Bernadette Powis
Kathryn Schneider
Christina Scott, Secretary
Gary Spielmann
Mark Wilson
Karen Vecellio
Matthew Pavloff, Director

Absent:
Marisa Rothstein, Marian Sole, Treasurer, and Jim Tuttle

Guests:
Stephanie Lally, Friends of the Library
Amy Abbati
Seth Agata
Roberta Baldenini

Call to Order/Announcements: Altman called the meeting to order at 7:01pm. She welcomed everyone and our guests, including three members of the new slate of trustees who were in attendance.

Public Comments:

January Minutes: A motion to approve the January minutes was made citing that the officers needed to be updated showing the new slate of officers. Gilrain made the motion and Spielmann seconded the motion; the minutes were unanimously approved.

Friends of the Library: Stephanie Lally, on behalf of Louise Marks, presented the Friends report. The Friends are working on their Instagram account, and are going to be holding a book drive on Saturday, March 4th. They will plan on having two book sales this year. First one will be in May. Powis has agreed to be the new liaison to the Friends.

Director’s Report: Pavloff completed the Annual Report. The completed report allows us to review trends. We have at least 12 years of hard copies on file. Gilrain suggested a spreadsheet that can be consistently filled in to view the key metrics and trends that are important to us. A motion was made by Jamison and seconded by Schneider to approve the report with the correction of the dates. The motion was unanimously approved.
Advocacy Day is Tuesday, February 28th. The staff is still waiting for the schedule of meetings. It is important that libraries attend and advocate for support, especially since Governor Hochul’s budget proposed a cut in library aid. Our Spanish Language signing project is currently in the works and we have a scheduled installation date of March 8th. Only two signs will be physically installed on the walls, and the remaining seven will be free-standing, allowing for flexibility in our collection. This project spends about half of the $5,000 that was donated for Spanish-language accessibility, and the remaining half will go toward collection development and additional resources. Mandy is back from maternity leave. Pavloff is hoping to create a part-time position to keep temporary children’s librarian Chuck Groenink as a part-time library assistant.

Altman and Pavloff will attend the Kinderhook Business Association Social Hour at The Aviary on Thursday as representatives for the library.

**Treasurer’s Report:** On behalf of Sole, Birckmayer presented the treasurer’s report. We received our funds for the operating budget from the towns of Kinderhook and Stuyvesant. We are still waiting to receive funds from Columbia County. Pavloff received word from the county auditor that the village had overpaid the Library by $300, which will be corrected going forward.

Lohrenz reviewed the December check register (10,115.19) and there has been no credit card statement for that month. Birckmayer will review the January register.

The Capital Campaign pledges had a high record of fulfilled pledges and a small amount of unfilled pledges totalling $9,834.

Altman confirmed standing dates for committee meetings: Buildings & Grounds - 1st Wednesday of the month; Finance - 2nd Thursday of the month; Operations- 1st Tuesday of the month; Sustainability - 1st Thursday of the month; Fundraising - 3rd Thursday of the month prior to Board meeting; and Nominating meets when necessary - 4 to 5 times a year.

**Audit Committee:** Leber stated preparation and filing of our 2022 financial report will cost $8,950; we budgeted for $9,000. No word from the IRS about our late filing for 2020.

**Buildings & Grounds Committee:** K. Schneider reported on B&G. Thank you to P. Altmann for going through the facility plan to update with the library’s new sustainability goals. The storm windows are officially installed. The dedication of the new tree will be on June 3rd. We believe we can make it through the rest of the winter without filing the oil tank. The space heater has been helpful. The plan is to fill the tank in August and see how we do for the entire season. With the recent energy audit, we found out that the widows and space around the brick needs to be caulked. B&G is looking into hiring John Brennan, but he does not have liability insurance. We cannot find in our own policy that we can only hire someone with liability insurance, however we need to check in with Marian about our policy and review liability insurance for specific jobs.

**Finance Committee:** Brickmayer presented the finance committee notes from Tuttle. Sole and Pavloff are looking into how we track the retirement and restricted funds. The committee is
looking into changing two policies, the Records Retention Policy and the Internal Controls Policy. We are looking to vote on the changes at the next board meeting. We would like to remove the Petty Cash section of the policy as the library does not use petty cash anymore. The committee also proposed removing specifically listed businesses from the section regarding lines of credit, as these change periodically. Gilrain made a detailed and thoroughly researched presentation regarding the levels of reserve funds. The presentation provided an excellent foundation for rethinking the level and allocation of KML’s available reserve (and capital) funds. The committee discussed the distinctions between capital funds (including implied accumulated depreciation), operating cash flow funds, and emergency funds.

**Fundraising Committee:** Lohrenz reported on the KML Art Tour. The website and Instagram page have launched; the tour currently has 21 artists participating. Scott and Lohrenz have been traveling to view the studios to make sure studios are safe for attendees. The event is April 29th and April 30th along with a party on Saturday night. We are in the process of finding a location for the party, as well as reaching out to the Friends to request volunteers for the two day event. Lohrenz is writing an email to Louise Marks with the information about scheduling volunteers and giving each volunteer a free ticket to the tour.

**Nominating Committee:** Wilson thanked the committee for their work on preparing the newest slate of trustees. We had 10 candidates in total submit a statement of interest. We have five new trustees and three were able to attend this evening. Bios and statements of interest of the candidates were sent to all trustees. The 5 trustees are scheduled for approval at the March board meeting. As a reminder the trustees term is three years. Altman announced that Scott was asked to become the new chair of the Nominating Committee as Wilson is completing his term as a trustee.

**Operations Committee:** Altman stated the Operations Committee is in the process of reviewing the Personnel Policy for needed updates. The policy was distributed in advance for review. The possibility of background checks on employees has been added; health insurance will begin on day 1 of employment; retirement benefits begin after a waiting period set by the committee. Telecommuting was added, as well as a travel policy for staff in regards to reimbursement. Discussion on the background check as a policy needs to have more review and discussion with the operations committee and our insurance company.

**Sustainability Committee:** Wilson briefly stated to the guests that the sustainability committee was created to assist in the library becoming a certified sustainable library - this includes three areas: financial, social equity, and environmental justice. To become certified, there are 170 tasks that must be completed. The committee would like to see all tasks completed by June. As of now, 56% of the process has been completed. Thank you to the entire committee for their help as they have all taken on certain tasks to complete this process. Altman asked Gilrain to step into the position of Sustainability Chair as Willson ends his term.

**Old Business:**
**New Business:** The board agreed that all committees should have written minutes/reports prior to Board of Trustees meetings; the only concern is the fundraising committee that meets directly before the Board meetings.

**Adjournment:** A motion to adjourn the meeting was made by Spielmann and seconded by Lohrenz. The motion was unanimously passed and the meeting adjourned at 8:05pm.