

**Draft Minutes**  
**KML - Board of Trustees Meeting**  
**March 21, 2023**

**Present:**

Patricia Altman, President  
Ann Birckmayer  
Kevin Gilrain  
Lee Jamison  
M. Carol Leber  
Brad Lohrenz, Vice President  
Bernadette Powis  
Marisa Rothstein

Kathryn Schneider  
Christina Scott, Secretary  
Karen Seymourian  
Marian Sole, Treasurer  
Gary Spielmann  
Jim Tuttle  
Mark Wilson  
Matthew Pavloff, Director

**Absent:**

**Guests:**

Seth Agata, Roberta Baldini, Jodie Corngold, Sharon Jensen, Louise Marks (Friends of the Library)

**Call to Order/Announcements:** Altmann called the meeting to order at 7:01pm. She welcomed the new trustees and thanked Spielmann, Wilson, Leber, Jamison, and Seymourian for their years of service on the board.

**Public Comments:**

**February Minutes:** A motion to approve the February minutes was made by Powis and Lohrenz seconded the motion; the minutes were unanimously approved.

**Friends of the Library:** Louise Marks presented the Friends of the Library report. The Friends will host a book sale in May with a book drop off scheduled for April 15th. The group plans to have a table at the Farmer's Market twice this season. Louise and the fundraising committee sent out an email to the Friends requesting volunteers as docents for the Artist Tour; so far ten members have volunteered. The Friends are sponsoring three upcoming programs including a book on film series and an author talk.

**Director's Report:** Due to the snow storm, Advocacy Day was completed virtually. Pavloff was invited by the Village to attend the NYForward grant announcement with Governor Hochul on Friday, March 3<sup>rd</sup>. He helped contribute to the proposal that was drafted for the state, and now that Kinderhook has officially been selected as a recipient of \$2.25 million, the library will be a part of the implementation process too. The collapse of SVB on March 10<sup>th</sup> briefly impacted our payroll, but thanks to our accounting firm SVT we were able to recover fairly quickly. Our workforce management program, Rippling, was

one of the companies who used SVB, and the collapse occurred on our staff's payday. Luckily, funds were distributed early the following Monday without further issue. Mandy has officially booked our Drag Story Hour (DSH) performer for June 24<sup>th</sup> in conjunction with the Village's Pride Parade. This year, we are planning to hold the event outdoors on the front lawn at 12:00pm. We'll be asking for volunteers to help manage the crowd

**Treasurer's Report:** Sole reported on the success of the capital campaign with 99.8% of the pledges complete. She made a motion to write off the final unpaid pledges for the Capital Campaign; Tuttle seconded and the motion was unanimously approved. With the collapse of SVB, a motion, ex facto, was made by Leber to move \$75,000 from our operating account to a 6-month CD with the Bank of Greene County. The motion was seconded by Gilrain and unanimously approved. The February checks registry was reviewed and approved by Birckmayer. Tuttle will review the March expenditures.

**Audit Committee:** Tuttle has agreed to chair the audit committee.

**Buildings & Grounds Committee:** Schneider reported that memorial dedication is finally scheduled for June 3rd. The removal of the flagpole will happen in April and we will proceed with a flag mounted on the side of the building. The tree will be planted prior to the dedication ceremony.

**Finance Committee:** Sole and the finance committee are discussing how big the library reserve fund needs to be, keeping in mind three factors: 6-12 months of operating expenses; capital funds (large expenditures); and what the library's long-term strategic plans will be. A motion was made by Sole to approve the internal controls policy which was seconded by Powis and unanimously approved.

**Fundraising Committee:** Lohrenz updated everyone on the upcoming Behind the Scenes Art Tour. John Morra volunteered to host the cocktail party at his studio for Saturday night. The committee is asking for trustee volunteers to assist as docents to help at each artists' studios on either Saturday or Sunday.

**Nominating Committee:** Wilson reported on the exit interview statements that are in the board packet. Spielman stated his final thoughts on his tenure at the library thanking the trustees and staff for their hard work and dedication.

**Operations Committee:** Powis has agreed to chair the Operations Committee. A motion to approve the revisions to the personnel policy, which was reviewed at the February meeting, was made by Altman and seconded by Powis was unanimously approved. Altman stated that a possible sub-committee will be created for this year's strategic planning.

**Sustainability Committee:** Wilson reported that Gilrain agreed to chair the committee. Wilson reported the committee has completed 60% of the SLI with a goal to complete by the summer.

Once the SLI is completed, the committee will decide how to continue moving forward with sustainability issues.

**Old Business:**

**New Business:** A decision needs to be made in regards to what happens in between meetings if an emergency occurs. Such as, do trustees support giving the Executive Committee authorization to handle certain issues. Pavloff and Altman are going to review the by-laws as well as ask other area libraries on their policies.

Wilson made a motion to approve the new slate of Trustees: Amy Abbati, Seth Agata, Roberta Baldini, Jodi Corngold, and Sharon Jensen to their first three year term . The motion was seconded by Scott and unanimously approved.

**Adjournment:** A motion to adjourn the meeting was made by Schneider and seconded by Gilrain. The motion was unanimously passed and the meeting adjourned at 8:11pm.