Kinderhook Memorial Library
Board of Trustees Meeting
October 18, 2022
Minutes

Present: President Gary Spielmann, Vice President Patricia Altman, Treasurer Marian Sole, Secretary Kathryn Schneider, Ann Birckmayer, Kevin Gilrain, Carol Leber, Brad Lohrenz, Marissa Rothstein, Christina Scott, Marian Sole, Jim Tuttle, Karen Vecellio, Mark Wilson

Excused: Lee Jamison

Meeting called to order at 7:02 by Spielmann

Announcements: Spielmann announced that several libraries in the county have 414 propositions on the ballot this year, including Valatie, North Chatham and Hudson. There is also a statewide environmental bond act – propositions will be listed on the back of the ballot.

Spielmann also announced that we have a guest tonight – Louise Marks is the new chair of the Friends of the Library – welcome to her. She has been the membership chair for the past few years. The Friends are looking at their budget with some fresh eyes. Their sole purpose is to support the library. They have some money they would like to give to the library. They are questioning whether $12,000 for the print newsletter is the most effective use of funds – is digital communication more effective? Will continue to look at this issue and discuss with Matt.

Minutes of September 20, 2022 – A motion was made by Powis, seconded by Sole, to accept the minutes as presented. The motion carried unanimously.

Director’s Report – We are seeing about 2,000 visitors per month, which is an uptick, and we have 157 new patrons so far this year.

Decodable readers project – The Library presented at the ICC PTA last week about this project and it was very well received.

The Renaissance Fair was a big success and we hope to build on it in the future. We had 11 teen volunteers at the event.

We received a mini-grant from Mid-Hudson for bi-lingual fliers to be distributed in the schools with programming dates.

We are expanding outreach with homeschooling group – a group of students will be meeting here in our meeting room.

Alison Gilbert visited recently and we had about 50 people attending. Frank Serpico received an award with a small crowd here, which was by design – he did not want a large crowd.

Kindergarten visits have begun again – they are coming for visits and getting their library cards.
Treasurer’s Report – Sole: We had planned to take $24,000 from the Schwab account, but we may need to rethink that – we have lost a lot of money in that account. We should be okay through the end of January and then we should be receiving our funds from the towns.

Jamison approved July expenditures of $12,692.04, including credit card expenses of $1,203.76.

Powis approved August expenditures of $14,226.89, including credit card expenses of $2,103.07.

Tuttle will review September expenditures.

Powis will review October expenditures.

A motion was made to approve the July and August expenditures by Sole, seconded by Tuttle and passed unanimously.

Committee Reports:

B&G – Schneider: Action was taken on Energy Audit recommendations – lighting retrofits, caulking around exterior windows. We had a Fall Work Day – Nine board members attended and helped, done in an hour. The committee would like to take out the flag pole and put in a memorial garden there. We have a fixture on the building already that we can hang a flag on.

Finance – Sole: Met last week with Bouche Financial – we currently have a 60/40 split in our investments and are looking at reconfiguring.

Next year’s budget: Offering our part-timers a “living wage” – about $17.62 per hour in Columbia County is a priority. We will discuss salaries in executive session. We still have about $39,000 in accounts receivable from the building project.

Audit – Leber: Matt has copies of audit. 990 will be filed next week. New York State Charities form will also be filed. Finance committee is reviewing documents retention and financial controls policies. Late filing of the 2020 forms – IRS has acknowledged that they have received our letter, but they are very backed up and we may not hear from them for a year.

Operations – Altman: Updating policies vis-à-vis Sustainability efforts.

Fundraising – Lohrenz: KML ArtWalk will be held on April 29th & 30th. A variety of artists are involved and the plans are coming together – we will be seeking corporate sponsorship for the event. Committee is also working on the annual appeal.

Sustainability – Wilson: Committee is meeting to continue working towards accreditation by the Sustainable Libraries Committee – we are making progress and hope to submit our application by the end of next year. Staff is looking at raising our sustainability profile, and incorporating it into our programming. We are also looking at incorporating sustainability into our policies.

Nominating – Wilson: Committee is meeting next month. A notice will be coming out to all board members for nominations for officers for the 2023 year. Self-nominations are welcome. The nominating committee will prepare a slate for the November meeting, with a vote at the December meeting. Then we will be looking for new board members as our current members transition off the board.
A motion was made by Altman, seconded by Powis, to adjourn to executive session to discuss director’s evaluation. Motion carried unanimously.

Spielmann reviewed ratings. Altman compiled the comments submitted by trustees, which were previously distributed. Discussion of compensation for coming year. A motion was made by Powis, seconded by Leber, to grant a 7% raise to Matt for 2023. Motion carried unanimously. Salary will be $66,340.

Motion to end executive session made by Altman, seconded by Leber and carried unanimously.

Matt rejoined the meeting. Spielmann informed Matt of his salary and thanked him for his hard work and building a strong team around him.

**Motion to adjourn** by Sole, seconded by Powis, at 8:33 p.m.

Respectfully submitted,

Karen Vecellio