

DRAFT MINUTES
**KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 17, 2023**

Present

Tricia Altman, President
Ann Birckmayer
Kathryn Schneider
Amy Abbati
Sharon Jensen
Kevin Gilrain
Christina Scott

Brad Lohrenz
Jim Tuttle
Seth Agata
Bernadette Powis
Matthew Pavloff, Director
Marisa Rothstein
Roberta Baldini

Excused

Jodie Corngold, Marian Sole

Guests

Cindy Knights, Friends of the Library

Call to Order/Announcements: Altman called meeting to order at 7:01 pm. No announcements were made.

Public Comments:

September Minutes: Amendments were made by Powis to the September minutes. A motion to approve the September minutes was made by Powis and seconded by Tuttle. Unanimously in favor.

Friends of the Library: Per Knights, Friends elected new slate of officers and passed the budget. Book sale made \$3,700, just shy of goal of \$4,000. Two donations drop offs in November. Letter to the editor published in the Columbia Paper. National Friends of the Library Week this week.

Director's Report: Pavloff highlighted the 2nd Annual Renaissance Faire, which had almost double the number of attendees. The Library received mobile hotspots through Ackerman Grant, and was not chosen to get the New York Forward Grant. The Library is still working with the McNary Center to get their proposal accepted. Library has been hosting all Ichabod Crane Kindergarten students for field trips.

Treasurer's report: Tuttle reviewed the treasure's report and expenses seem to be running on track three quarters of the way through the year. Does not appear as though there is anything to be particularly concerned about. Pavloff explained that library has not yet drawn from allotted reserve funds in the amount of \$24,000 because of an excess from last year.

September Expenditures: Lohrenz will review for next board meeting.

October Expenditures: Baldini will review October expenditures for November meeting.

Building and Grounds Committee: Schneider identified an interior painter, and is still looking for an electrician with availability. Found someone to give second opinion on why the roof is still leaking. Fall work day scheduled for this Saturday, with a rain date of the 28th of October. HVAC company came out to identify problem with the heating system.

Finance Committee: Nothing new from Finance.

Audit Committee: Tuttle and Pavloff walked through library with Utica Insurance. Tuttle explained that all wall standing book cases are not fastened to the wall. Suggested rate of rise smoke detector in attic. Occupied spaces seem to be adequately alarmed. Tuttle suggested creating a map of alarms and codes for the alarms in the building.

Operations Committee: Powis gave out Patron Code of Conduct, patron policies, folded in vulnerable adults policy. Baldini had comments on policies, and agreed to meet with Powis to go over questions and comments. Comments will be discussed at next month's meeting. Public Notices and Meeting Room Policies now include release forms to reduce library liability. Votes will be tabled until next month.

Fundraising Committee: Lohrenz outlined themes for Annual Appeal letter; focus will be on things at the library other than "library things" including children's and adult programming. Deadline is November 17th. Art Tour will be taking place again. Other ideas include a cocktail party and a ghost tour.

Nominating Committee: Scott gave updates on Trustee openings; currently there are four opening. Committee will host a breakfast on December 3rd for interested people. At the end of the year there will be openings for President and Treasurer, any interested parties should let Nominating Committee know. Altman brought up bylaws revision; current bylaws exclude potential trustees who live in Valatie to serve on the Board. Question was asked if Valatie and Stuyvesant residents would be able to get residents to sign petitions which they will be able to because they are in the Town of Kinderhook. 414 Bill is on the governor's desk which will lower the number of signatures to 25. Pavloff read new language for residency requirements. Clarifications were asked around language. Discussion ensued about language in the bylaws; "may" gives board more flexibility rather than "shall" which requires board to consider all applications. Explanation was given that this clause is about eligibility, not that those applications have to be considered. Motion to approve change made by Gilrain and seconded by Scott. Unanimously accepted.

Sustainability Committee: Pavloff met with Laura Crisci at Mid-Hudson to go over library's Sustainable Libraries check-list. Gilrain, Schneider, and Pavloff met with a contractor to get quotes on getting mini-splits for the library. One solar company came to look at the roof for converting over to solar power. Could potentially offset national grid bill for the library.

Old Business

Altman sat in on a 414 meetup put on by Mid-Hudson. Discussion ensued about getting the word out to get people to vote and turn the ballot.

New Business

Director Evaluation: Altman made a motion to go into Executive Session to discuss Director Evaluation and salary for 2024. Gilrain seconded. The meeting was returned to order at 8:29pm. In executive session, trustees approved a motion to accept the director's evaluation and approved a 5% increase in salary to an annual salary of \$69,657 without dissent.

Public Comments: None

Next meeting: November 21st, 2023

Adjournment: A motion to adjourn was made by Powis, seconded by Gilrain, and passed without dissent. The meeting was adjourned at 8:33pm.