

***DRAFT MINUTES***  
**KINDERHOOK MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**SEPTEMBER 19, 2023**

**Present**

Amy Abbati  
Seth Agata  
Tricia Altman, President  
Ann Birckmayer  
Kevin Gilrain  
Sharon Jensen

Brad Lohrenz  
Bernadette Powis  
Marisa Rothstein  
Kathryn Schneider  
Marion Sole  
Matthew Pavloff, Director

**Excused**

Roberta Baldini, Jodie Corngold, Christina Scott, Jim Tuttle,

**Guests**

Louise Marks, Cindy Knights

**Call to Order/Announcements:** Altman called to order at 7:00 pm. Executive committee met on August 18<sup>th</sup> with Pavloff to review proposal for the website. Unanimously approved the \$7,000 with Trevellyn to design new website.

**Public Comments:**

**July Minutes:** A motion to approve the July minutes was made by Powis and seconded by Jensen. The motion passed without dissent.

**Friends of the Library:** Marks will be leaving the Friends Council and Marie Orlando will be rejoining. The Friends have 210 members currently. Friends Book Sale will take place this coming weekend. The friends continue to do well financially. Friends have created unrestricted funds to the library of \$21,000.

**Director's Report:** Pavloff sent report out ahead of time for members to review. Attended Think Differently initiative picnic, and organization that supports adults with disabilities. Met with Columbia County board of supervisors to see if an increase in funding is possible. He discussed the ongoing search for a new Library Assistant. First meeting with Trevellyn occurred and new website is underway. High School Battle of the Books won first place at the Mid-Hudson Competition. Librarians have been rethinking Summer Reading Program offerings. Discussed several recent events that were very well attended.

**Treasurer's report:** Sole informed the board that the six-month CD for \$75,000 was cleared out today and will be deposited this week. She reviewed the following accounts; savings at \$117,000, checking at \$32,000, operations at \$226,000.

**July Expenditures:** Birckmayer reviewed the checking account at 9,479.80 and Mastercard at 2610.03 and found no issues.

**August Expenditures:** Agata reviewed the checking account at 21,118.43 and Mastercard at 3,046.44 and found no issues.

**Building and Grounds Committee:** Schneider informed the board that we have propane and heating oil for the year. First Fuel was the low bidder. She informed the board that there will be a Fall cleanup day on October 21<sup>st</sup>, rain date October 28<sup>th</sup>.

**Finance Committee:** Sole informed the board that the committee met with the library's accountant to answer any questions regarding the 990.

**Audit Committee:** Agata discussed with Tuttle the propriety of doing reviews versus audits to keep costs down. Library has not hit threshold for a full audit yet so a review will be appropriate according to accountants.

**Operations Committee:** Powis is tabling the vote on patron code of conduct. She distributed copies of the new display and exhibit release form and meeting room use forms. Discussion was raised about liability of groups using the library after hours and are given keys to the building.

**Fundraising Committee:** Lohrenz discussed the appeal letter and will start working on it soon. The Art Tour will be happening again this year, April 27<sup>th</sup> and 28<sup>th</sup> or May 4<sup>th</sup> and 5<sup>th</sup>. Pavloff stated that a date for the appeal letter to go out has not been decided yet. Concern was expressed over the increase in Fundraising in next year's budget. Additional concern was expressed that municipality will not want to continue voting for 414 increases and will reach a threshold; library would like to try to balance municipality funding and fundraising.

**Budget:** Pavloff reviewed the budget for the next year. The library is seeking a 5% increase on the ballot, and additional funds may come from the reserve. Pavloff has met with Fundraising to discuss events for next year. The library seeks to hire a publicity and outreach assistant to take over social media, website content, and e-newsletter. Pavloff discussed cuts made to the budget including adult books, possibly scaling back cleaning services. Sole reminded the board that Pavloff also put in a 5% increase in for staff as well. Directors salary will be decided after performance evaluation. Abbati initiated discussion about the scope of the cleaner's work. Discussion ensued about what budgets would need to be cut for next year including programming.

**Nominating Committee:** Gilrain reported that there are 4 vacancies for trustees and the committee has a list of 4 or 5 candidates so far. Anyone interested in being new president and treasurer in the new year should express interest to Scott. Pavloff stated that the by-laws are an issue for finding new trustees, which excludes residents of the Villages of Valatie and Niverville. New language will be discussed next month.

**Sustainability Committee:** Gilrain discussed battery backups, generators, heat pumps, and the sustainability checklist items. The library is almost assured to be receiving \$20,000 in bullet aid to assist with these expenses. Pavloff will plan preparedness programs about storm readiness.

**Old Business**

414: Altman discussed getting talking points out and the Friends getting signage out.

**New Business**

Director Evaluation: Altman will contact trustees regarding the evaluation soon.

**Public Comments:** None

**Next meeting:** October 17<sup>th</sup>, 2023

**Adjournment:** A motion to adjourn was made by Sole, seconded by Gilrain, and passed without dissent. The meeting was adjourned at 8:12pm.