

DRAFT MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 22, 2023

Present

Seth Agata
Roberta Baldini
Ann Birckmayer
Kevin Gilrain, President
Sharon Jensen

Jim Tuttle
Brad Lohrenz, Vice President
Bernadette Powis
Marian Sole, Treasurer
Matthew Pavloff, Director

Excused

Amy Abbati, Patricia Altman, Jodie Corngold, Marisa Rothstein, Kathryn Schneider, Christina Scott

Guests

Cindy Knights, Chair-Friends of the Library; and Board candidates: Rebecca Walker, Erica Sapkiewicz, and Jonathan Brennan

Public Comments: None

Call to Order/Announcements: Gilrain called the meeting to order at 7:00 pm. Roll call was taken and there was a quorum.

Opening Comments: Gilrain wished everyone a Happy New Year – eleven Board meetings and lots to get done. He stated that just as the library is a safe space in and for the community, that the Board of Trustee meetings, too, needed to be a safe space where each trustee could freely express themselves, hold each other accountable, and where we have each other's backs. He thanked the Board for electing him as President and thanked all trustees for their collective and individual contributions. A quick estimate is that the trustees give at least 825 hours of volunteer time, effort, energy, and impact for this library and this community each year.

To avoid future confusion on expected attendance at meetings, Gilrain requested that he be the primary point of contact for Board of Trustee meeting absence notifications so that he can remain up to date on the number of attendees and attendance, overall.

December Minutes: A motion to approve the December minutes with amendments was made by Jensen, seconded by Baldini, and passed without dissent.

Friends of the Library: Knights discussed January 8th meeting and informed the board that the Friends have donated \$15,000 to the library. The Friends' first membership drive of the year went out in January, and 100 members either renewed or signed up. The "I Love My Library" event is happening through February 14th; on February 10th, the Friends will host a party at the Library where the winners of the bookmark making contest will be announced.

Director's Report: Pavloff discussed attending the Historic Preservation Committee (HPC) meeting to seek approval for the Library's heat pump installation. The HPC requested that the Library put a fence in front of the condensers. He and Mandy will be attending Advocacy Day on Wednesday, February 7th, and Pavloff encouraged board members to write letters to representatives using the available forms. He also informed the board that the parking lot behind Dyad is no longer available for use by staff; trustee training opportunities are available on sustainability; and he has begun to include some statistics in director's reports and will continue to track and report these for trends. Any feedback on these and additional metrics are welcome.

Nominating Committee: Sole informed the board that the committee has had 9 trustee applicants and completed 8 interviews. A selected slate of four, with brief bios, will be presented at the February 2024 Board of Trustee meeting, during an Executive Session.

As required in the by-laws, Sole made a motion to elect the slate of 2024 officers that was presented at the December meeting, with the addition of Treasurer:

Kevin Gilrain – President; Brad Lohrenz – Vice President; Ann Birckmayer – Treasurer; and Christina Scott – Secretary.

The motion was seconded by Powis and passed without dissent. The approval of Seth Agata to continue to serve as a member of the Executive Committee will be voted on at the February 2024 Board of Trustees meeting.

Treasurer's report: Sole discussed having the committee reevaluate the 2024 budget now that the final P&L has come through and we have full-year actuals to compare to budget; this will allow us to approve a revised budget that better matches last year actuals and new insights on revenue and expenses, by category; this will be presented for Board approval at the March 2024 Board of Trustees meeting. Pavloff let the board know that the annual appeal has earned approximately \$28,000, so far. Sole reminded the board that the funds for Spanish language signage need to be used.

November & December Expenditures: Powis reviewed November check register (\$14,971.07) and Mastercard bill (\$2,736.53). Gilrain reviewed the December check register (\$17,598.60) and Mastercard bill (\$4,874.24). Gilrain pointed out that there were issues with check numbers not matching up, and that the Mastercard has had interest/late fee charges that need to be avoided going forward. A motion to accept the reports was made by Tuttle, seconded by Lohrenz, and passed without dissent.

Building and Grounds Committee: Powis and Schneider are working with the Friends' sustainable landscaping committee which will provide a variety of programming in the coming months. The Library is waiting for the electricians to remove the flagpole light and will be adding motion switches and dimmers to certain areas of the Library.

Finance Committee: Nothing to report.

Audit Committee: Nothing to report.

Operations Committee: Powis sent out FOIL policy and Organization Card policy. Sole made a motion to approve the Organization Card policy, Jensen seconded, and it passed without dissent. Jensen made a motion to accept the FOIL policy, Sole seconded, and it passed without dissent. Powis presented new language for the By-Law Amendment which now states that the president is allowed to serve on the Nominating Committee. Powis also presented a by-law addition granting Emeritus designation. Discussion ensued about the purpose of the Emeritus designation and how it might create extra work for board and staff to keep Emeriti up to date, but also seemed like a good and easy honorific (only) for those that might merit it for outstanding contributions. These two by-laws amendments will be further discussed and voted on at the February 2024 Board of Trustee meeting.

Fundraising Committee: Lohrenz informed the board that May 4th and 5th will be the Art Studio Tour.

Sustainability Committee: Gilrain discussed what is next for the committee after the final presentation is submitted for the SLI and that it is likely that the Sustainability Committee will be dissolved and will become the responsibility of each committee, the board as a whole, himself, and staff to continue to follow the triple bottom-line SLI practice.

Old Business: Gilrain revisited the KML 2024 Tactical Plan and informed the trustees that he would be surveying them about what should be prioritized among the 19 key tasks that support the five core goals. He raised a number of questions for how the board and staff will work together to execute the 2024 Tactical Plan. Gilrain proposed six key tasks as priorities, and the board will work on ways to best address these goals in the coming months.

New Business: The Board addressed the passing of former trustee Bruce Charbonneau and acknowledged the many ways he contributed to the success of the Library. It was agreed that we would write into the minutes the text of the Library's notice of his death, as tribute:

"We are deeply saddened to learn of the passing of our friend and neighbor Bruce Charbonneau. Bruce was an active and vital member of our community and played a key role in the growth of our Library through his many years of service on our Board of Trustees. We would be a very different organization without his years of commitment and leadership. He was a wonderful individual who brightened our lives, and our thoughts are with his friends and family."

Public Comments: None

Next meeting: February 20th, 2024

Adjournment: A motion to adjourn was made by Sole, seconded by Baldini, and passed without dissent. The meeting was adjourned at 8:16 PM.

Recorded by Mandy Babirad