

**DRAFT MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 16, 2024**

Present

Seth Agata	Carol O'Donnell
Ann Birckmayer, Treasurer	Bernadette Powis
Jonathan Brennan	Erica Sapkiewicz
Jodie Corngold	Kathryn Schneider
Sharon Jensen	Karen Seymourian
Brad Lohrenz, President	Matthew Pavloff, Director

Excused

Amey Abbati, Roberta Baldini, Kathy Pakenham

Guests

Cindy Knights, Chair-Friends of the Library; Gary Spielmann, President Emeritus; Mark Wilson, Jill Leinung, Janet Schnitzer, members of the MHLS Board.

Public Comments:

Call to Order/Announcements: Lohrenz called the meeting to order at 7pm. Trustees introduced themselves in lieu of roll call. Pavloff thanked guests from Mid-Hudson Library Trustees for attending the meeting. These guests introduced themselves and their roles in supporting library. Gary Spielman, President Emeritus of the Library spoke about his experience with the library and thanked the Board.

Opening Comments: Lohrenz thanked departing board members for their years of service and achievements. Secretary and Vice President slots will need to be filled but will be revisited at next meeting when the new slate of trustees begin their service.

March Minutes: A motion to approve the March minutes with amendments was made by Powis, seconded by Birckmayer, and passed without dissent.

Friends of the Library: Knights reported that 5 people came to the second installment of Native Landscaping Program on the 14th. Friends have collaborated with Jensen and library staff on Earth Day activities. Book drops continue. On April 6th, 60 people showed up to donate books. Next sale is May 18th. Art book sale pop up will happen during the Art Tour. Book sale pop ups at the Farmer's Market are planned. The Friends hosted the Mid-Hudson Friends of the Library Group at KML on April 16th. Met with coordinator of Mid-Hudson Library Friends on how navigate changing leadership in the FOKML.

Director's Report: Pavloff shared that library hours at Stuyvesant Library have wrapped up and response was limited. Operational library services do not seem indicated at this time. Library events will continue at the Stuyvesant location. Sustainability celebration is April 21st. Invitations were sent out to local community members that were involved with the Sustainability Initiative at the Library. The Eclipse Celebration had over a 100 people in attendance. There were many new visitors to the library for this event. The Library has been focusing on e-Resources and recently there has been large growth in downloads with Hoopla service (pay per download service). Pavloff applied for and received a grant from the Berkshire Taconic Foundation which will cover the fees for this service this year. These

expenses will be monitored and funding for this service will be revisited as we move forward in determining budgeting needs.

Treasurer's report: Birckmayer reported on the Financial Overview. A bank CD from Trustco was taken out following an executive committee session to obtain a desirable interest rate in a timely manner. O'Donnell asked about whether the Reserve Fund was restricted since it was garnered as part of the Capital Campaign and Pavloff explained how the funds were unrestricted following the Capital Campaign. The reserve fund is currently doing well and the board will be discussing how to use the funds in the future. Agata reported on and approved March's check register. Seymourian will review the April check register. Powis made motion to approve and O'Donnell seconded and the motion passed without dissent.

March Expenditures: Agata reported on the March check register (\$12,467.31) and Mastercard bill (\$2,275.44). Powis moved to accept the report, O'Donnell seconded, and the motion passed without dissent. Agata will review the March check register.

Building and Grounds Committee: Schneider reported on the April meeting. Pavloff looking into getting the fire alarm tested. This is no longer a service offered locally and a private company will need to be used. Information and estimates are being gathered. The Village Historic committee asked for fences to cover condensers. An estimate has been requested from Roma fencing. Electrical work almost complete. Compost bin is expected to be done in April. Touch up painting was completed in the meeting room. The committee is gathering information on getting the oil tanks removed and an estimate will be gotten from First Fuel. A shadberry tree and a winterberry were planted on the grounds. This will possibly be covered by donation. Landscaping needs were discussed.

Finance Committee: Birckmayer reported met on the April meeting. Pavloff and Birckmayer met with bookkeeper to update scope of responsibility. They also met with accountant to discuss the annual financial review. The financial Review was discussed and the accountant will ask for an extension on 990 tax return. A community liaison will joining the committee.

Audit Committee: Lohrenz reported the committee currently does not have a chair. Brennan volunteered to chair the committee. Baldini will continue as a member of the committee. New members have been assigned and will be confirmed at the next meeting. Pavloff reported that health insurance for staff was renewed. Health insurance plans will be reviewed going forward to ensure appropriate but affordable coverage.

Operations Committee: Powis shared the updated Incident/Accident Policy. As a result of this policy update, the Patron Code of Conduct was updated to align with the proposed Incident/Accident Policy. Computer Use and Equipment Policies were separated and updated to increase specificity and clarity. The Internet Access Policy was also updated. The Board will review these policies and vote on them at the next meeting. Board members will reach out to Powis with questions for the committees review before the next board meeting.

Fundraising Committee: Lohrenz reported on possible restructuring of the committee to focus on overall development with the inclusion of fundraising. Future donor appreciation events were proposed. Committee will revisit after the Art Tour is completed.

Sustainability Committee: Pavloff reported the library is officially a certified Sustainable Library. He thanked all of the trustees for their work in getting the tasks completed, and is planning on a sustainability celebration, with more details to come.

Nominating Committee: Agata nominated Jensen for secretary and O'Donnell seconded. Lohrenz nominated Seymourian for Vice President and O'Donnell seconded. These positions will be voted on at the next meeting.

Old Business: Powis requested Baldini be added to the Operations Committee. The future of the Sustainability committee was discussed and the topic will be revisited at the next meeting.

Public Comments: None

New Business:

Adjournment: A motion to adjourn was made by Powis, seconded by Brennan, and passed without dissent. The meeting was adjourned at 8:15 PM.

Recorded by Sharon Jensen