

DRAFT MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 18, 2025

Present

Amy Abatti
Seth Agata
Ann Birckmayer
Jonathan Brennan
Jodi Corngold
Sharon Jensen
Brad Lohrenz

Carol O'Donnell
Kathy Pakenham
Bernadette Powis
Erica Sapkiewicz
Kathryn Schneider
Karen Seymourian
Matthew Pavloff, Director

Excused

Roberta Baldini

Guests

Catherine Casey, Friends of the Library

Call to Order/Announcements: Lohrenz called the meeting to order at 7:02 PM. There were no new announcements.

December Minutes: Brennan made a motion to approve the December minutes. Powis seconded and the motion passed without dissent. A correction was made to Birckmayer's name.

Friends of the Library: Casey reported that the next book sale will be on June 7th. Friday, February 22, the Friends will be making buttons as part of Love Your Library week. Membership renewals will be going out soon. Casey reported that FOKML is trying to balance volunteers for events with the need for books. They are currently a little light on books. They will not be doing every other month drop-offs and will resume monthly book donation drops for the next few months to increase inventory. Powis added that there will be pop-up book sales at the Farmer's Market. FOKML is asking trustees to participate in these sales.

Director's Report:

Pavloff reported he has been busy with many meetings. Advocacy day went well and staff met with a representative from Scott Bendett's office. Pavloff encouraged trustees to continue to advocate with their officials. Bids have come in for upgrades to wifi equipment and all bids have been under \$2,000. Pavloff and Babirad went to the Ichabod Crane Board of Education meeting. They provided information about our tutoring program. Working on metrics to measure effectiveness. The library received the Kinderhook and Stuyvesant funding.

Treasurer's report: Birckmayer reported that Pakenham will begin her duties as treasurer on March 1st to allow for the transition process. Birckmayer reported that the investments are doing well. They will develop a more approachable presentation of the budget, which will include percentages of the allotted budget lines. Brennan volunteered to review the January

check register, and Sapiwicz will do the February check register. Pavloff spoke with the bookkeepers and checked on the missing check numbers from November and December and reported that this was due to online purchases.

Audit Committee: Brennan reported that the committee did not meet but will be working on organizing and scanning the documents and will be ready to report on that project next month. There are approximately 8 banker boxes or documents to organize and digitize.

Building and Grounds Committee: Schneider reported that the job description for a property manager has been completed. Schneider reported on her review of 3 years' worth of minutes to determine the major projects the committee had dealt with over the years. Due to the amount and complexity of the past projects and the upcoming projects, the committee is recommending that we retain someone for this service. A discussion followed on the logistics of hiring a facilities manager or similar position, and agreed that the need was there but some more information would be needed such as hours needed and salary. The committee will continue researching and present more information at a future meeting.

Finance Committee: Birckmayer reported that the committee did not meet. She shared that we need to move quickly on reworking the budget. The current budget is \$462,000.00 and last year we spent \$482,000.00 She stressed the need for the fundraising committee to determine potential proceeds they anticipate for the year. The annual appeal raised \$22,000 so far this year. There is a small reduction in FOKML funds because we are receiving them directly. We may need to do a direct ask of previous donors that we did not receive any donations from this year. Some people reported that they did not receive their appeal letter.

Fundraising Committee: Sapkiewicz reported that the committee met and efforts have focused on a possible adult prom event. They are still in the process of reviewing for possible venues.. If that does not work out then this event may be postponed. Considering a local pub crawl and a collaboration with MacHayden Theatre. A smaller fundraiser idea of a fall bulb sale was also proposed. Anticipate a clearer plan by the next meeting.

Operations Committee: Powis reported there are two policies to review for voting on next month, Programming Policy and Meeting Room Policy. Birckmayer asked about changes to the use of the meeting room by religious groups. She also asked about the wording related to "No program that poses the imminent threat of public unrest or violence shall be permitted." A discussion ensued about the details of the policy and its relation to other library policies. The committee will review the board's feedback at the next meeting and present updated drafts.

Nominating Committee: Seymourian reported that the nominations committee has been busy interviewing board candidates. She reviewed the by-laws section regarding the size of the board and the process for the institution of new board members. Seymourian, Abatti, Sapiewicz, Schneider, and Powis terms are expiring and Powis and Schneider will be leaving the board. The committee proposed that Seymourian, Abatti, and Sapiewicz be renewed for another term. The committee also presented a slate of Amparo Hoffman for a 3-year term, Rebecca Milone for a 3-year term, and Ned Depew for a 2-year term. The committee interviewed six candidates. Agata motioned to go into executive session and O'Donnell

seconded the motion at 8:20 pm. A motion to come out of executive session was made by Powis and seconded by Brennan at 8:31 pm. Committee assignments will be sent out by the end of the week.

Old Business: Pavloff shared that the Annual Report was included in the board packet and will need to be reviewed and approved at the next meeting.

Public Comments: None

Next meeting: February 18, 2025

New Business: None

Adjournment: A motion to adjourn was made by Pakenham, seconded by Abatti, and passed without dissent. The meeting was adjourned at 8:34 PM.