

The Community Library
Board of Trustees Meeting
January 13, 2022

Call to Order:

As a quorum was present, President Ken Hotopp called the hybrid meeting to order at 1:00 p.m. Present: Fred Barnes, Jim Collins, Virginia Downs, Ken Hotopp, Janet Sand, Julie Santoro, Kim Zimmer (via Zoom: Harriet Berard, Linda Carpenter, Janice Clark, Dee Neary, Julia Walter).

Minutes:

Mrs. Neary moved to accept the December 2021 minutes. This was seconded by Ms. Walter, and was unanimously approved.

Director's Report:

Ms. Zimmer indicated that she has been working with the new accountants, B&Q Accounting, to learn the new accounting system. She also has been busy with end of the year paperwork. Ms. Zimmer presented the updated Pandemic Operations Plan. MVLS announced that Advocacy Day is scheduled for March 2. Battle of the Books will occur in April. The Friends have generously donated \$1200 to support this popular event. Mr. LaPlant, adult Librarian I, has organized a variety of events including book discussions.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for December. The trustees in attendance at the library reviewed the current bills. Ms. Carpenter made a motion, seconded by Ms. Walter, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Ms. Carpenter reported that the finance committee and Ms. Zimmer will be reviewing the 2022 budget to be sent to the treasurer. She is meeting with the new bookkeeper, B & Q Accountants. A new business account has been opened at Trustco and the CD has been renewed.

Building & Grounds:

Mr. Barnes announced that the new storage unit has been delivered by A-verdi for a cost of \$1,478. Mr. Barnes has been in contact with Jimmy Morrell who has agreed to clean out the annex. Mr. Barnes made a motion, seconded by Mrs. Downs, and was unanimously approved to hire Mr. Morrell to complete the project for a cost not to exceed \$600. Mr. Barnes and Ms. Zimmer have interviewed Maria Matonis regarding cleaning of the library. Mr. Barnes made a motion, seconded by Mrs. Sand, and was unanimously approved to hire Ms. Matonis for \$100 a week commencing in Mid-February. Mr. Barnes and Mr. Hotopp are continuing to pursue repairs on the ramp and stairs. Brandon Becker of Lamont Engineering has asked Ms. Zimmer and the trustees to compile a list of suggestions to pursue after the asbestos abatement. The trustees discussed the role of an architect for this endeavor. Mr. Barnes made a motion to accept \$500,000 from EPF with an addendum that trustee president, Ken Hotopp, has the power to sign all the paperwork involved. Mrs. Sand

seconded this motion, and it was unanimously approved. (Refer to the attached resolution.)

Personnel:

Ms. Walter requested the trustees go into executive session to discuss the annual performance review of the director, Kim Zimmer. This was seconded by Mrs. Barard, and was unanimously approved. Ms. Walter moved to come out of executive session. This was seconded by Mrs. Berard, and was unanimously approved.

Ms. Zimmer indicated that Catherine Sharkey Lockhart had begun the position of library clerk on December 14. Mr. Collins made a motion, seconded by Ms. Santoro, and was unanimously approved to provisionally appoint Ms. Lockhart to this position.

Policy:

Mrs. Sand announced the committee will meet January 27.

Board Development :

Mrs. Neary presented an updated roster and reminded trustees that with the new year annual trustee training would be required.

The new tote bags will be presented to the one hundred patrons who utilize the library most frequently.

Long Range Plan:

The committee will meet in March (quarterly).

Adjournment:

Mrs. Berard made a motion, seconded by Ms. Water, and was unanimously approved to adjourn at 2:30 p.m.

Submitted by Virginia Downs

RESOLUTION

RESOLVED, that The Community Library. applied for financial assistance from the New York State Office of Parks, Recreation and Historic Preservation (“OPRHP”) under Title 9 of the Environmental Protection Act of 1993 for the purpose of funding the restoration of The Annex;

RESOLVED, that The Community Library. is authorized and directed to accept these grant funds in an amount not to exceed \$500,000 for the project described in the grant application; and

RESOLVED, that the Board of Trustees delegates signing authority to execute the Master Contract and any amendments thereto, any required deed of easement, and any other certifications to the individual(s) who hold the following corporate office and employment position titles: President of the Board of Trustees.

CERTIFIED TRUE COPY

I, Virginia Downs, Secretary of The Community Library, hereby certify that the foregoing is a full, true, and accurate copy of a resolution duly and regularly adopted by the Board of Trustees of The Community Library, at a meeting of the Board duly and regularly held on January 13, 2022 at which the Trustees voted in favor of this resolution.