

The Community Library
Board of Trustees Meeting
April 14, 2022

Call to Order:

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

Guests:

Ms. Rebecca Leggieri, a candidate for library trustee, attended the meeting.

Minutes:

Mr. Barnes moved to accept the March 2022 minutes. This was seconded by Ms. Clark and was unanimously approved.

Director's Report:

Ms. Zimmer outlined the grants that the library has received.

Ms. Zimmer suggested that the library staff, trustees, and Friends could participate in the July 4 parade. Participants could hand out art supplies, pens, bookmarks, etc. The trustees were interested in participating in the event.

Ms. Zimmer also discussed the possibility of the library hosting a table at the Sunshine Fair.

Ms. Clark, made a motion, seconded by Mrs. Berard, and was unanimously approved to table this decision.

The library staff suggested they would like to participate in Marathon for a Better Life on June 4. The library will be closed that day.

The Battle of the Books at Golding was held on April 8. The Radez event will be on April 30.

These popular events are supported by The Friends of the Library.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for March. The trustees 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 explained that we need a short term line of credit at the Key Bank . We must spend the money, and then we will be reimbursed from the Empire State Development grant.

Building & Grounds:

Mr Barnes made a motion, seconded by Ms. Walter, and was unanimously approved to have Mr. Hotopp, trustee president, sign two contracts (one for architectural and one for mechanical services) with Lamont Engineers.

A waiver document indicating awareness of asbestos in the annex will be signed by anyone working in the annex.

The deed for the library must be updated (from the School District to The Community Library) before work can be done. Brandon Becker is working with an attorney to facilitate this change.

Personnel:

Jackie Barbato has been provisionally appointed as clerk.

Ms. Walter made a motion, seconded by Mr. Collins, and was unanimously approved to provisionally appoint Courtney Little as Library Assistant.

Mr. Collins explained that the committee is updating the director evaluation.

Policy:

The committee presented an updated Exhibit Policy. Ms. Carpenter made a motion, seconded by Mr. Barnes, and was unanimously approved to accept this revised policy.

Board Development:

Mrs. Neary outlined the responses to the self-evaluation. Mrs. Neary emphasized the need for trustee professional development. She mentioned focusing on federal, state and local resources that would be helpful. Mrs. Neary suggested Eric Tahran of MVLS attend a trustee meeting to provide information.

Mrs. Neary requested that trustees at board meetings share the information from the training programs they have viewed; this will document the required training for the trustees.

Long Range Plan of Service:

Ms. Clark indicated that the committee chairs felt they were working toward the goals set by the plan. Ms. Clark emphasized that it was important to focus on future goals in regard to the renovation and to the expansion of the library.

100th Anniversary:

Mrs. Berard and Ms. Walter were pleased by the number of patrons and community members who attended the tea. The newspaper coverage served to make the community aware of the event and the future plans for the library.

Unfinished Business:

Mr. Hotopp and Ms. Zimmer met with two attorneys regarding the problems with the ramp and stairs. Mr. Christopher McDonald will represent the Library. Mrs. Downs made a motion, seconded by Ms. Walter, and was unanimously approved to pay Mr. Christopher McDonald a retainer (\$5000-\$7500) to represent the library. Mr. McDonald indicated that the first step would be to send a letter with the \$112,000 estimate for repairs to Boniquisti and to Butler, Roland, & Mays.

Adjournment:

The meeting was adjourned at 2:55.

Submitted by Virginia Downs