

The Community Library
Board of Trustees Meeting
November 9, 2023

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 12:30 p.m.
Present: Fred Barnes, Harriet Berard, Linda Carpenter (treasurer), Nathan Davis, Virginia Downs, Ken Hotopp, Becky Leggieri, Sandy MacKay, Doreen Russo, Janet Sand, Julia Walter, Kim Zimmer.

Guests:

Mr. Mike Marino, Associate Vice President of NYLAF (New York Liquid Asset Funds), described the non profit organization and its benefits to public organizations including municipalities , schools, and libraries. After answering questions from the trustees., Mr. Marino left information for the trustees to peruse.

New Business:

After Mr. Marino's departure, the trustees continued to discuss the benefits of investing with NYLAF. Mr. MacKay made a motion, seconded by Mr. Barnes, and was unanimously approved to continue to research NYLAF and to make a decision at the December meeting.

Minutes:

Ms. Walter made a motion to accept the October 12 and the October 27 minutes. This was seconded by Mr. Barnes and was unanimously approved.

Director's Report:

Ms. Zimmer indicated that the Board of Electors were pleased with the accommodations provided by the library for early voting and were planning to continue use of our site. Ms. Zimmer is continuing to work with BQ Accounting as the accounts are transferring to Ms. Lawyer, our accountant. The Joshua Project has placed a collection bin in the library to collect books for children for Christmas. The Cobleskill Police Department has been made aware of the graffiti that was found on the exterior of the library. Ms. Zimmer indicated that she has met with staff regarding her evaluation and staff evaluations.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for October. The trustees reviewed the bills. Mr. Barnes made a motion, seconded by Mrs. Berard, and was unanimously approved to pay the bills. After discussion, Mrs. Downs made a motion, seconded by Mr. Davis, and was unanimously approved to increase the amount of petty cash from \$20 to \$50.

Committee Reports:

Building & Grounds:

Mr. Barnes brought to the trustees' attention the dark parking lot and the need to remedy the situation. Mr. Barnes made a motion, seconded by Mr. Davis, and was

quickly unanimously approved to have temporary lighting installed in the parking lot as
as possible.
A contract for the sprinkling system includin the attic and the basement will be signed
by Mr. Hotopp.

Personnel:

Ms. Walter indicated that she had met with Ms. Zimmer with a preliminary evaluation,
but needed additional trustee evaluations for a complete process.

Policy:

Code of Mrs. Sand reviewed three policies that had no changes: Purchasing Policy, Petty Cash
Programming Policy. Policy, and Internal Claims Audit Policy. Next, Mrs. Sand presented a revised
Conduct Policy, a revised Budget Development Policy and a new
Mrs. Sand made a motion, seconded by Ms. Russo and was
unanimously approved to accept these three policies.

Board Development:

Mrs. Berard said the committee will be meeting to discuss the search for a new trustee.
The committee will meet November 21 to review the by-laws.

Long Range Plan:

Ms. Russo announced the revised six month review will be available for committee
chairs by December.

Unfinished Business:

Ms. Walter and Ms. Leggieri are developing a list of community members who might wish to be
members of a fund raising committee.

New Business:

Ms. Carpenter, treasurer, asked for a motion to pay NYS retirement. Mr. Barnes made the
motion, seconded by Mr. MacKay and was unanimously approved to pay.
Ms. Carpenter indicated that thus far the attorney fees regarding the ramp were \$12,588.40.

Adjournment:

Ms. Leggieri made a motion, seconded by Ms. Russo, and was unanimously approved to
adjourn at 3:10 p.m.

Submitted by Virginia Downs