

The Community Library
Board of Trustees Meeting
July 8, 2021

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, Dee Neary, Janet Sand, Julie Santoro, Julia Walter, Kim Zimmer.

Guests:

New staff members were present. Colleen Benton, Julia Brandel, and Donald LaPlant introduced themselves and were welcomed by the trustees.

Oath of Office:

After welcoming newly elected trustees Jim Collins and Julie Santoro, President Ken Hotopp administered the oath of office to them and reelected Linda Carpenter.

Officer Elections:

Mrs. Neary, Chair of the Board Development Committee, presented the proposed slate of officers for 2021-2022: President-Ken Hotopp; Vice President-Julia Walter: Secretary-Virginia Downs; Financial Officer-Linda Carpenter; Historian-Harriet Berard. Mrs. Neary made a motion, seconded by Ms. Carpenter, and was unanimously approved to accept this slate of officers .

Minutes:

Mrs. Neary made a motion, seconded by Mrs. Berard, and was unanimously approved to accept the amended June 2021 minutes.

Director's Report:

Ms. Zimmer mentioned that she is in contact with trustees from the Schoharie Library regarding the return of TCL materials.

Ms. Zimmer was pleased to announce that library information is now included in CRCS email information.

Since the library has completely reopened , attendance is increasing rapidly.

Friends of the Library will have their basket raffle and book sale September 25. Friends will be selling tickets and would appreciate trustees volunteering to help. At their meeting, Friends announced they will be donating \$1000 to the library.

Ms. Zimmer is working with SEEC to obtain binoculars to loan to individuals who would walk the Eagle Trail.

Ms. Zimmer complimented Ms. Brandel's development of the youth programs.

Mr. Hotopp complimented Ms. Zimmer for her initiative and organization of the library's participation in the July 4 parade.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for June. The trustees reviewed the current bills. Ms. Carpenter made a motion, seconded by Mr. Barnes, and was unanimously approved to pay the bills .

Committee Reports:

Finance:

Ms. Carpenter explained that a change in the bylaws is needed to initiate external audits, and she will be submitting this proposal to the policy committee.

Board Development:

Mrs. Neary nominated Mrs. Downs as assistant financial officer. Ms. Walter seconded this nomination, and it was unanimously approved .

Mrs. Neary asked the trustees to appoint Ms. Lynn Lawyer as treasurer for the 2021-2022 year. Ms. Walter seconded this appointment, and it was unanimously approved.

Facilities:

Mr. Barnes suggested that the building committee (ad hoc) should be absorbed into the facility committee. After discussion, Mr. Barnes made a motion, seconded by Ms. Clark, and was unanimously approved to absorb the building committee into the facility committee effective immediately .

Personnel:

Ms. Walter made a motion, seconded by Mr. Barnes, and was unanimously approved to go into executive session to discuss the appointment of personnel. Ms. Walter made a motion to leave executive session, seconded by Ms. Clark, and was unanimously approved.

Ms Zimmer asked the board of trustees to appoint Colleen Benton and Donald LaPlant as library clerks. The trustees unanimously approved these appointments .

Board Development :

Mrs. Neary indicated the updated roster will be available at the next meeting.

Long- Range Planning:

Mrs. Sand announced that the Plan of Service is complete and will be presented at the August meeting.

Facilities (nee Building):

Lamont Engineering has submitted information about initial plans and a contract. The next step is to present the plan to the town board on Monday, July 12 at 7:00 p.m. Then there will be a special public hearing on July 26 at 7:00 p.m.

Mrs. Sand made a motion, seconded by Mrs. Berard, and was unanimously approved to sign the contract and pay \$1000 to Lamont Engineering .

Reopening:

The library has completely reopened. Ms. Walter made a motion, seconded by Mrs. Neary, and was unanimously approved to terminate the committee.

100th Anniversary:

Ms. Walter explained that the committee is planning a formal evening on September 17. The event will have a speakeasy theme with a band, food, and beverages (admission charged). On October 3 there will be a free tea available to the public. Both events will focus on society of a century ago.

Mrs. Neary made a motion, seconded by Mrs. Clark, and was unanimously approved to set up a special account to pay for these events. Mrs. Berard and Ms. Walter will open a bank account to initiate the cost of the festivities.

New Business:

Mrs. Berard requested that the trustees formalize The Times Journal as the official newspaper of the library. She also suggested recognizing the Bank of Richmondville , the Keybank, and Trustco Bank as the library's official banks. After discussion, Mrs. Berard made a motion, seconded by Ms. Walter, and was unanimously approved to formalize the newspaper and the banks as representing TCL.

Important Dates :

July 12 & July 26 - 7:00 p.m. town board meetings

August 12 - 1:00 p.m. next regular board meeting

Adjournment

The meeting was adjourned at 3:00 p.m.:

Submitted by Virginia Downs