

The Community Library
Board of Trustees Meeting
October 12, 2023

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, Virginia Downs , Ken Hotopp, Doreen Russo, Julia Walter, (Sandy Mackay), Kim Zimmer. Excused: Nathan Davis, Becky Leggieri, Janet Sand.

New Business:

Ms. Zimmer introduced Mr. Sandy Mackay to the trustees. Mrs. Berard made a motion, seconded by Ms. Walter, and was unanimously approved to appoint Mr. Mackay as a trustee for a one year term. President Hotopp administered the Oath of Office to the newly appointed Mr. Mackay.

Guests:

Ms. Courtney Little, youth services librarian, outlined the summer reading program and the success of this program.

Ms. Little attended all four of the CRCS open houses and distributed schedules and programs offered this autumn. Ms. Little mentioned that the schools have begun organizing for next spring's Battle of the Books.

Minutes:

Ms. Walter moved to accept the September 2023 minutes . This was seconded by Ms. Russo and unanimously approved .

Director's Report:

Ms. Zimmer received a thank you from MVLS for the trustees' donation supporting the foundations' golf tournament. Mr. Mackay mentioned that there was a lack of information regarding this event. He suggested that golfers help in organizing future golf tournaments. There were problems with the electric grid causing issues for the library's heating and air systems and elevator. The problems have been resolved.

Mr. Brendon Becker has extended the deadline for bids for the fire suppression system.

Ms. Zimmer has been notified that the windows will be returned this week.

Ms. Zimmer thanked the trustees who attended the MVLS annual dinner.

The library will be open for trick or treat children on Halloween.

Ms. Zimmer has been in contact with the instructor of graphic design at SUNY Cobleskill regarding creation of a logo for the library.

Mr. Becker has included the library in seeking funds for downtown revitalization.

The library will be used as the site for early voting. The voting schedule doesn't coincide with the hours the library is open, The director, Kim Zimmer, indicated that Ms. Linda Zimmer has volunteered to open and close the library during this process. Mr. McKay made a motion, seconded by Mrs. Berard, and was unanimously agreed to provide Ms. Linda Zimmer with the keys and responsibility to open and close the library for the early voting personnel.

Ms. Zimmer mentioned to the trustees that she has received several compliments regarding the friendliness and helpfulness of the library staff.

Treasurer's Report:

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

Committee Reports:

Finance:

Ms. Carpenter provided some suggestions for the use of the money from the sale of the Merck stock. After discussion, Mr. Mackay made a motion, seconded by Ms. Russo, and was unanimously agreed to use the funds to recover the chairs.

Ms. Carpenter explained the cost of a general liability insurance policy for \$1,000,000 is presently \$8,089.52. An increase to \$2,000,000 will cost \$8,217. Mr. Mackay made a motion, seconded by Ms. Carpenter, and was unanimously approved to pay the \$8217 for the \$2 million liability policy,

Ms. Carpenter and Ms. Zimmer have been discussing transferring some of the library money into NYLAF (New York Liquid Asset Funds) which would provide guaranteed investment with a higher rate of interest. Ms. Carpenter will invite a representative from NYLAF to the November trustee meeting to provide details.

Ms. Carpenter and Ms. Zimmer explained that B&Q Accounting submitted a substantial increase in costs that would be approximately \$12,180 annually. After discussion with Mrs. Lynn Lawyer, our current treasurer, Ms. Lawyer indicated she could provide the same services for approximately \$10,070 per year. After discussion, Ms. Carpenter made a motion, seconded by Mrs. Berard, and was unanimously approved to contract with Ms. Lawyer to provide these services as the library's bookkeeper, and Ms. Carpenter would continue in her role as the designated treasurer.

Building & Grounds.

Mr. Barnes indicated the windows and soffits are repaired.

Mr. Barnes and Ms. Zimmer discussed the need for Mr. Becker, Lamont Engineering, to provide the library with an outline of costs for future financial planning.

Personnel:

Ms. Walter announced that the director's annual review should be submitted to her by November 1.

Board Development:

Mrs. Berard thanked the trustees for their support of the Staff & Friends Appreciation Dinner.

Unfinished Business :

Ms. Zimmer indicated the need for a fund raising committee to provide for the completion of the annex.

Adjournment:

Ms. Carpenter made a motion, seconded by Mrs. Downs, and was unanimously approved to adjourn at 3:00 p.m.

Submitted by Virginia Downs