

The Community Library
Board of Trustees Meeting
July 13, 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, Janice Clark, Jim Collins, Nathan Davis, Virginia Downs, Ken Hotopp, Becky Leggieri, Janet Sand, Julia Walter, Kim Zimmer

Agenda Items:

President Hotopp administered the oath of office to newly elected Nathan Davis and reelected Fred Barnes, Virginia Downs, Julia Walter.

Minutes:

Mr. Collins moved to accept the June 2023 minutes. This was seconded by Ms. Walter and unanimously approved.

Director's Report:

Ms. Zimmer announced that the Friends annual basket raffle would take place September 23. Ms. Walter suggested that the trustees create two baskets, one for children and one for adults. Ms. Zimmer is pleased with the increased circulation of all materials during the month of June.

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 Ms. Walter, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Ms. Carpenter indicated that the library had received partial payment of the Employee Retention Credit. After contacting the local banks Ms. Carpenter indicated that the interest rates of NBT were the most favorable. Ms. Carpenter made a motion, seconded by Ms. Clark, and was unanimously approved to divide \$25,000. into five CD's of \$5000 for a period of five months.

Ms. Carpenter is reviewing the library's insurance details in regard to the annex renovation, patron concerns with banned books, and staff coverage.

Building and Grounds:

Mr. Barnes indicated that there has been no resolution regarding the front entry.

Mike Quigley is continuing with the project of painting the windows

Gary O'Connor has obtained the shingles to replace the damaged roof areas.

The trustees discussed the possibility of hosting an open house showcasing the annex to coincide with the Friends basket raffle on September 23.

Mr. Barnes presented a Landscaper Design handout for the trustees to consider at a later date.

Personnel:

Ms. Walter explained that Ms. Zimmer and the committee are working on developing a personnel handbook.

Policy:

Mrs. Sand reminded the trustees to have their conflict of interest policy returned to Mrs. Downs.

Mrs. Sand suggested that the trustees complete their harassment training as soon as possible since it is a NYS requirement.

Board Development.

Mrs. Berard presented the committee's recommendation for the trustees' officers for 2023-2024: President-Ken Hotopp; Vice President-Becky Leggieri; Secretary-Virginia Downs; Financial Officer-Linda Carpenter; Historian-Harriet Berard. This motion was seconded by Mrs. Downs, and unanimously approved.

Mrs. Berard also provided each trustee with a list of committees, chairs, and trustee members.

Long Range Plan of Service:

Ms. Clark announced that she will be relocating and will be resigning after the August meeting.

Ms. Clark indicated that the committee had reviewed the recommendations from the other committees. Generally, the committees felt their goals were progressing. Sustainability was one area that needed more attention.

Adjournment:

Mr. Hotopp adjourned the meeting at 2:40 p.m.

Submitted by Virginia Downs