

The Community Library  
Board of Trustees Meeting  
January 11, 2024

**Call to Order:**

As a quorum was present, President Hotopp called the meeting to order at 1:00 p.m.

Present:

Fred Barnes, Harriet Berard, Linda Carpenter (treasurer), Nathan Davis, Virginia Downs, Ken Hotopp, Becky Leggieri, Doreen Russo, Julia Walter, Kim Zimmer. Excused: Sandy MacKay, Janet Sand.

**Guests:**

Ms. Zimmer introduced Ms. Pat Adams who wished to observe a meeting since she is considering becoming a trustee.

**Minutes:**

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

**Director's Report:**

Ms. Zimmer announced that the library will be the site for early voting three times during 2024. Due to limited space, programs will be canceled during these days.

The Polar Bear Reading Challenge is a new program that the staff has initiated.

**Treasurer's Report:**

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

**Committee Reports:**

Finance:

Ms. Carpenter explained that she and Ms. Zimmer are completing the paper work for New York Liquid Asset Fund. She asked the trustees to consider how many accounts we wished to establish with NYLAF.

Ms. Carpenter and Ms. Zimmer are completing the contract with Mostert, Manzanero & Scott, LLP for a financial review of the library.

Building & Grounds:

The new phone system has even installed.

The library has contracted with Hometown Hauling for waste management.

The committee and staff met with Vaysen Architects regarding the interior design of the annex. They were favorably impressed with the presentation and the proposed cost, but the money must be raised before proceeding.

The committee is considering the feasibility of hiring a part time custodian to do maintenance inside and outside.

Board Development:

Mrs. Berard moved to adopt the revised bylaws. This was seconded by Ms. Walter and was unanimously approved.

Mr. Barnes made a motion to research the election process of trustees. This was seconded by Ms. Russo and unanimously approved.

Long Range Plan:

Ms. Russo is compiling the six-month review forms and will present the information at the next meeting.

**Unfinished Business:**

The temporary fundraising committee is creating a letter to be sent to members of the community seeking interested individuals to organize a community wide fundraising effort.

**New Business:**

Ms. Pat Adams indicated that she would like to become a trustee. Mrs. Berard made a motion, seconded by Ms. Russo, and was unanimously approved to appoint Ms. Adams as a trustee.

**Adjournment:**

Mr. Davis made a motion to adjourn at 2:40 p.m. This was seconded by Ms. Walter and unanimously approved.

**Submitted by Virginia Downs**