

The Community Library  
Board of Trustees Meeting  
March 14, 2024

**Call to Order:**

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

Present:

Pat Adams, Fred Barnes, Harriet Berard, Linda Carpenter (treasurer), Nathan Davis, Virginia Downs, Ken Hotopp, Becky Leggieri (via phone), Doreen Russo, Janet Sand, Julia Walter, Kim Zimmer.

**Guests:**

Mrs. Berard introduced Mr. Chris Cash as a guest. Mr. Cash is considering becoming a trustee and wished to attend a meeting prior to making a decision.

**Minutes:**

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

**Director's Report:**

MVLS has notified Ms. Zimmer that the DLD construction support has increased to \$228,860.

Ms. Zimmer is researching insurance policies regarding cyber security.

The Annex Renovation continues with present emphasis on cable and electric needs.

Ms. Heather Heckman, provisional clerk, passed the civil service exam. Mr. Davis made a motion, seconded by Ms. Walter and was unanimously appointed to the position of permanent library clerk.

Ms. Zimmer presented the annual report and after discussion, Ms. Adams made a motion, seconded by Mrs. Sand, and was unanimously approved to submit the annual report to the state.

Ms. Zimmer explained that Schenectady is in the process of withdrawing from Joint Automation. A transition team for MVLS will be working to resolve any issues that this may cause.

Ms. Zimmer showed the trustees the new library cards that are available to all patrons. She praised Don La Plant and Courtney Little for their work in designing the new logo and for the improved website.

**Treasurer's Report:**

Ms. Carpenter reviewed the NYLAF account and was pleased with the interest. After discussion, Ms. Russo made a motion, seconded by Ms. Walter, and was unanimously approved to transfer \$100,000 from KeyBank to NYLAF.

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

**Committee Reports:**

Building & Grounds:

Mr. Davis spoke about the committee's pleasure in working with Vaysen Studio.

The representative, Suzanne, has presented a variety of suggestions and is working with the staff regarding electrical and furniture needs.

Security cameras will be installed and exit signs will be replaced in the near future.

Personnel:

Ms. Walter indicated the committee is continuing to update the personnel handbook.

Policy:

Mrs. Sand explained the revised Code of Conduct Policy. It was adopted by a unanimous vote.

Next, Mrs. Sand explained the revised Conflict of Interest Policy. This was adopted after a unanimous vote.

The Open Meetings Policy was reviewed by the committee who indicated that there were no changes.

Mrs. Sand outlined the changes in the Records Retention and Disposal Policy. This was adopted by a unanimous vote.

**Board Development:**

The revised Bylaws were discussed at the February meeting. Mrs. Berard presented these revised Bylaws for a vote and they were adopted unanimously.

Mrs. Sand and Mr. Hotopp indicated they had viewed a webinar regarding parliamentary procedure and offered some suggestions regarding the trustees' meetings.

**Long Range Plan:**

Ms. Russo reported that the committee is in the process of adding the suggested task to address patrons in need.

**Unfinished Business:**

Mr. Davis asked the trustees to provide him with the names of community members who have received letters regarding donations.

**New Business:**

Ms. Zimmer has received information that the county will pay library staff to open and close the building for early voting.

Ms. Walter made a motion, seconded by Mr. Barnes, and was unanimously approved that staff may open and close the building for early voting at a rate of \$20 per hour.

**Adjournment:**

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

**Submitted by Virginia Downs**