

The Community Library
Board of Trustees Meeting
November 10, 2021

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 2:00 p.m. Present: Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Jim Collins, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, Julia Walter, Kim Zimmer. Excused: Julie Santoro.

Minutes:

Mrs. Clark moved to accept the October 2021 minutes. This was seconded by Mrs. Neary and unanimously approved .

Communications:

Ms. Zimmer has received notifications from Casella that the cost for garbage pickup and recycling will increase in 2022.

Director's Report:

Ms. Zimmer has been meeting with Ms. Carpenter regarding projected expenses for the 2023 budget.

Ms. Zimmer and the staff have been discussing suggestions for the building project.

Ms. Zimmer is seeking an estimate for repair of the stairs and landing from On the Level.

Since pediatric vaccines are now available, Ms. Zimmer indicated that mask policies might be revised in 2022.

While reviewing various accounts, Ms. Zimmer found some discrepancies in lists which she and Ms. Lawyer have rectified.

Ms. Zimmer will be interviewing for an additional clerk.

The Friends' Battle of the Books will occur this spring.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for October. The trustees reviewed the current bills.

Ms. Carpenter made a motion, seconded by Mrs. Clark, and was unanimously approved to pay the bills.

Mrs. Berard led a discussion regarding simplifying the monthly treasurer's report.

Committee Reports:

Building & Grounds:

Mr. Barnes distributed a blank floor plan to trustees asking them to suggest their ideas for the building project. He will compile the ideas and then the committee will work with Mr. Becker to determine what is feasible.

Mr. Hotopp has been in communication with an Albany attorney seeking advice on the path to follow regarding the faulty heating system and the cracks in the new concrete.

Personnel:

Ms. Walter asked trustees to complete the director evaluation she will be sending via email.

Policy:

Mrs. Sand presented the Social Media Policy. After review it was unanimously accepted.

Next, Mrs. Sand outlined the new Library Charges and Fees Policy. The trustees unanimously approved this policy.

Board Development:

Mrs. Neary announced that required trustee training will be two hours per year commencing in 2023.

Long Range Plan of Service: implementation

Mrs. Clark announced the following meetings:

November 16, 6:30 p.m. in person

November 18, 2:00 p.m. via Zoom

December 6, Committee chairs

New Business:

Ms Zimmer suggested that the library should provide a form to those interested in including the library while creating their estate planning.

Important Dates:

December 9, 1:00 p.m. Board of Trustee meeting

Adjournment:

Ms. Walter made a motion, seconded by Mrs. Sand, and was unanimously approved to adjourn at 4:12 p.m.

Submitted by Virginia Downs