

**Tivoli Free Library
Board of Trustees Meeting
November 16, 2021**

Present: Laura Gail, Leigh, Gautam, Hildegard, Joe, Linda, Jennifer, Michele (ex officio)

Absent: Jeanette

Also Present: Mary Chang (guest)

Laura Gail opened the meeting at approximately 6:40 p.m.

Minutes: The minutes of the October 19, 2021 monthly meeting were unanimously accepted on a Gautam/Joe motion.

Director's Report: Michele had the following additions:

Story Time, November 6, nobody came. COVID may be a reason – cautious parents.

Employee Assistance Program – being developed by the Dutchess County Directors Association. The group would be purchasing the coverage and the approximate cost per employee per year would be \$154.

Directors' Association Meeting – discussed circulation trends of 2019 vs 2021. still down 35% for physical items, e-books and e-audio are up.

Charge Back Law – Gov. Hochul signed a new law which provides for a charge-back of refunds of taxes levied by a school district to association, municipal and special district public libraries. The law will go into effect January 1, 2022. Essentially this means that if a taxpayer questions a tax charge and the school district agrees to refund their tax payment, the school district is allowed to ask the library to refund that tax amount to the taxpayer.

Jen asked whether there have been instances where books have been called objectionable and pulled. At this time not an issue.

Michele explained how in-house and virtual programming are handled.

On a Joe/Jennifer motion the Director's Report was unanimously accepted as presented.

Treasurer's Report: Treasurer's report: October 2021

Income	\$16,980.57
Expenses	\$12,859.42
Assets	\$411,235.85

On a Joe/Linda motion the Treasurer's report was accepted as presented. On a Hildegard/Leigh motion the warrants for 10/14/21-11/24/21 were approved.

Committees:

Facilities & Tech – did not meet

Finance – Met 11/5 and 11/8. The committee met to review the budget and approved the new budget lines. Gautam pointed out that budget lines have been streamlined and cross reference numbers were instituted linking revenue with expenditures. It was determined that the board does not need to approve the new lines.

Governance – . Met 11/12 to discuss the vaccine policy. The board discussed the suggested policy and on a Hildegard/Linda motion granted approval to proceed to seek legal advice with possible modifications on whether the Library Director should be the sole person making a decision on exemptions or whether the Board should be involved.

It was agreed that the firm of Thomas, Drohan, Waxman, Petrow & Mayle would be engaged for this review.

Personnel – Joe, Jeanette and Laura Gail met to discuss various scenario's for pay increases for the staff. A 10.7% increase was approved.

Outreach – Jennifer reported that the final figure for the raffle at the Great Giveback on October 23 was \$360 which was split between the two agencies. A thank you was sent to all donors.

Other Business:

Closure Dates – 2022 Closure Dates were approved on a Leigh/Linda motion.

Saturday	January 1	New Year's Day
Monday	January 17	Martin Luther King Jr. Day
Monday	February 21	President's Day
Saturday	May 28	Memorial Day Weekend
Monday	May 30	Memorial Day
Monday	July 4	Independence Day
Monday	September 5	Labor Day
Monday	October 10	Columbus Day/Indigenous People's Day
Friday	November 11	Veteran's Day
Wednesday	November 23	Close at 2:00 p. m.
Thursday	November 24	Thanksgiving Day
Friday	November 25	Black Friday (open Saturday)
Saturday	December 24	Christmas Eve
Monday	December 26	Day after Christmas
Saturday	December 31	New Year's Eve

Annual Appeal Letter – Board members suggested that the letter be upbeat in tone. Laura Gail will write a letter and circulate it to members for comment. Once finalized a time will be set up for processing. The mail list is added to as new non-student patrons are received.

Staff Bonuses – Following discussion about bonus possibilities it was agreed that the details will be worked out via e-mail so that the information gets to the bookkeeper by the December 23 deadline to meet the final year's payroll. Michele asked whether the cleaner, Enrico, could get a bonus. Will be included in the discussion.

Approval of #21-07:member Library Board Approval of the MHLS Plan of Service 2022–2026 – Free Direct Access Plan – Michele stated that the state is requiring library board approval of this plan which came about because there are some areas that do not have a library, such as Unionvale, do not pay taxes to any library but their town's residents use them. This document gives libraries a way to make a distinction between their own patrons and others. Service would not be refused but may be put behind those of patrons from the particular library's chartered service area.

Following discussion the board unanimously agreed that more information is needed as the plan as submitted has the potential of being discriminatory which we find objectionable.

November 10 MHLS in person meeting with the board – This meeting to discuss visioning for the library was rescheduled by MHLS because several board members could not attend. In lieu of the meeting, Gautam and Laura Gail met with Casey and Rebekkah on zoom to discuss immediate financial earmarking concerns. Several topics arose during the zoom including facilities assessment, programming personnel, shared tax districts and earmarking to be discussed with the full board. The meeting with MHLS was rescheduled for the December 21 regular board meeting.

December Meeting Schedule – December 21, 5:30 p.m. The meeting with MHLS to discuss visioning will follow immediately after the regular meeting's conclusion.

Future Policy for Earmarking Funds – Casey at MHLS sent a sample for the governance Committee to review prior to the December meeting. Funds specifically are: Operating Fund Balance, Capital Fund Reserve and Contingency Fund.

Introduction – Mary Chang was introduced by Laura Gail as someone interested in the board. She lives in Tivoli and she and her children attend library programs.

Adjournment: The meeting was adjourned on a Jen/Leigh motion at 8:30 p.m.

Respectfully submitted,

Hildegard Edling

Secretary