

**Tivoli Free Library  
Board of Trustees Meeting  
December 20, 2022**

Present: Leigh, Gautam, Hildegard, Jeanette, Lisa, Mary (via zoom), Michele

Absent: Joe, Laura Gail, April

Leigh opened the meeting at 6:33 p.m.

**Minutes:** The minutes of the November 15, 2022 meeting were approved on a Jeanette/Lisa motion.

**Public Comment:** None

**Director's Report:** Michele announced that Corinne is expecting a baby in May and requested that the Governance Committee review the existing 2018 draft Family Leave Policy.

Governance also needs to develop a policy for trustee training: "Beginning in 2023 NY State Education Law 260-d required all public and association library board trustees to complete two hours of State approved training annually. The New York State Library has drafted a model policy for libraries to adopt concerning the annual training requirements, with more details on the pre-approved training providers contained therein. MHLS highly recommends that boards adopt such a policy." Michele will forward both policy drafts to the Governance Committee for review.

She also informed the board that the double taxation billed passed in the NYS legislature to "...study the frequency of residents who are being assessed library taxes for more than one library district and to make recommendations to address the double taxation of residents." Although this bill was vetoed by the Governor it could be reintroduced. The MHLS will continue to monitor this issue.

The Director's Report was unanimously accepted on a Gautam/Lisa motion.

**Treasurer's Report:**

Treasurer's Report – November 2022	
Income	\$ 739.43
Expenses	19,892.44
Assets	
Contingency Fund	\$ 61,138.55
Capital Fund	313,410.81

On a Lisa/Jeanette motion the Treasurer's Report for November was unanimously accepted as presented. On a Hildegard/Jeanette motion the Warrant for 11/11/22 – 12/15/22 was unanimously accepted.

Gautam pointed out that we have about \$15,000 - \$17,000 to spend by the end of the year or amend the budget. Why? Because of personnel changes and the delay in getting the new website we fell behind on spending. He will speak with Rebecca to find out whether we can create a holding account for this extra money.

He also explained that he liquidated both CD's and transferred the money to Vanguard. The monies need to be held there for seven (7) days before he can buy CD's. He will get two (2) - \$200,000 and \$113,000 – probably in the 13-18 month category.

### **Committees:**

**Facilities & Tech** – No meeting.

**Finance** – Met twice. Once to do the budget and once to work on raises for the staff. See below.

**Governance** - No meeting.

**Personnel** - Jeanette reported they met to work on Michel's evaluation. To do that they used the three evaluations – trustee, staff and self. Joe will form a narrative based on the surveys. There will be a face to face meeting with Michele in January.

**Outreach** – Hildegard reported that the elected officials in each of the municipalities in our taxing jurisdiction are now receiving the weekly letter from the library so that they can see what this library is doing on a regular basis and not just hear about it once a year when we are seeking their support. Taxing jurisdictions are: Village of Tivoli, Town of Red Hook, Village of Red Hook, Town of Clermont.

**Website** – Gautam reported that they have not held a formal meeting. Eleven requests for proposals were sent out with a December 9 deadline. Five were returned. He stated that most bids came in around \$10,000 which was the upper figure budgeted for the new website. The committee needs to meet and evaluate those responses. It was suggested that they meet in early January.

## **Other Business:**

### **A. 414 Resolution**

The following resolution was unanimously adopted on a Hildegard/Lisa motion. This resolution is needed for us to receive the \$125,000 as stated below.

*Be it resolved the Tivoli Free Library Board of Trustees request that the money received from the Town of Red Hook tax levy and appropriation pursuant to the 2007 Chapter 414, in the amount of one hundred twenty-five thousand dollars and no cents (\$125,000.00) be paid directly to the Library at the attention of the Library Treasurer, Gautam Sethi. The Board of Trustees also commands that this payment be made to the library at P.O. Box 400, Tivoli, NY 12583, as soon as the money is collected by the tax collector employed for the Town of Red Hook.*

### **B. 2023 Budget**

Gautam presented the 2023 proposed budget. There was much discussion about salaries. The Finance Committee all agreed that the 3% COLA increase was insufficient and they preferred 5%. In order to achieve equity in the process it was decided that salaries would be merit based which would be the director's decision and approved by the board. They also will work on standardizing the process. He pointed out that at Bard the highest percentage goes to the lowest paid staff.

Further it was decided that next year when developing the budget they would also look at projections for the following several years for the various categories. A request was made that future budgets show current year budget, current year expenses, proposed budget and the changes (differences between current and projected).

The proposed budget was unanimously approved on a Gautam/Lisa motion.

A copy of the proposed budget is attached to these minutes.

### **C. 2023 Tax Levy Override Resolution**

There was some discussion about the necessity of passing this resolution. If we do not need it we can rescind it. Michele will do research on adding personnel, particularly the cost for a part-time programmer.

On a Jeanette/Gautam motion the resolution was unanimously adopted as follows:

*Whereas, the adoption of this 2023 budget for the Tivoli Free Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and*

*Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it*

*Resolved, that the Board of Trustees of the Tivoli Free Library voted and approved to exceed the tax levy limit for 2023 by at least the sixty percent of the board of trustees as required by state law on December 20, 2022.*

#### **D. Group Dynamics Workshop (R. Smith-Aldrich)**

Reminder to everyone that this two hour workshop will be held on Thursday, January 19, 2023 at 6:30 p.m.. Trustees and Michele are to attend.

#### **E. New Trustees**

Neither Beth nor Veronica were in attendance. There was discussion about the nominating process for new members. Specifically the question was asked whether or not people can join at a time other than at the organizational meeting. In the bylaws, Section 2 no. 3, specifies that “Vacancies that occur for reasons other than the expiration of a term may be filled for the balance of the term by a vote of the entire Board (that is, all the trustees currently in office, ----) at any regular meeting before the expiration date”. Section 3 no. 1 states “New trustees shall be elected at the Annual Meeting of the Board, currently specified as the March meeting.” The bylaws need to be reviewed by the Governance Committee to clear up points on adding new members.

The bylaws also state in Section 3 no. 2 that “A nominating committee, consisting of at least three (3) trustees, shall be appointed by the president of the Board at least two (2) months before the election.” That committee is charged with presenting nominees to the board. (see bylaws for details on this).

A committee will be appointed at the January Meeting.

## **F. Staff Year-end Bonuses**

Jeanette stated that the Personnel Committee did not discuss bonuses. Michele pointed out that a special bonus payroll is done and needs to be completed by the end of the year. She also stated that money is available for this. The deadline for getting the information to the accountant is this week Thursday, December 22. In order to meet the December 22 deadline, Gautam/Jeanette made a motion delegating the Personnel and Finance Committees to make the decision on bonus amounts for the staff and cleaner for 2022. The motion passed unanimously. For reference, Michele will get them the 2021 bonus information.

## **G. 5-Year Plan**

Committees are to discuss areas pertaining to them. Mary suggested that an ad hoc committee be created to make suggestions based on those submissions and bring them to the board. It was suggested that at the January meeting it be decided who will serve on that committee.

**Adjournment** – The meeting adjourned at 8:52 p.m. on a Lisa/Jeanette motion.

Respectfully submitted,

Hildegard Edling  
for Laura Gail Tyler

**Photo** – Following the meeting Board members had photos taken with the toys donated to the Toys for Tots drive.