

**Tivoli Free Library
Board of Trustees Meeting
February 21, 2023**

Present: April, Gautam, Hildegard, Jeanette, Laura Gail, Leigh, Lisa, Mary & Michele (ex-officio)

Absent: Joe

Also Present: Felicia Keesing, Christie Billeci, Deborah Benson, Danielle Cordier, Andy Reed, Katie Culp

Leigh opened the meeting at 6:36 p.m.

Minutes:

The minutes from the January 17, 2023 meeting were approved on a Hildegard/Lisa motion.

Public Comment:

No public comment.

Director's Report:

Michele delivered the director's report. She highlighted upcoming programs including adult game night, Baroque Music, an art supply swap and seed library. The library has subscribed to Grantstation to research grant opportunities, and there is a new MHLS online training on demand platform available. There will be an air quality monitor installed on the exterior of the building. Michele recognized Abbie for her work on "tech help".

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

Treasurer's Report:

The treasurer's report was presented by Gautam.

Treasurer's Report – January 2023

Income	\$89,317.27
Expenses	19,755.81
Assets	
Contingency Fund	\$60,439.61
Capital Fund	313,840.07

Gautam discussed streamlining budget lines in the accounting software: remove some, add some and map old budget lines to the new ones. He would like to set up automatic reports, and he would like to fix a setting that causes the software to exclude budget lines with a zero balance from reports. He is receiving conflicting information from Quickbooks representatives and the library's bookkeeper. The bookkeeper says that if the line items are changed, historical information will be lost preventing future audits. Gautam will look into the issue further.

On a Hildegard/Lisa motion, the Warrant from 1/13/23 - 2/16/23 was approved.

On a Lisa/Mary motion, the Treasurer's Report was accepted.

Committees:

Facilities & Tech – No meeting.

Finance – Zoom meeting 2/16; the committee recommends a \$3000 increase to the 259 request, the same accountant will be used for taxes this year, and the library is due for a financial review having done an audit 3 years ago. The idea is to alternate financial reviews and audits rotating every 3 years.

On a Laura Gail/Hildegard motion, the board voted to raise the requested 259 funds by \$3000.

Governance – No meeting.

Personnel – No meeting. Needs to meet to work on the Director Evaluation.

Outreach – No meeting

Website – The committee presented written conclusions that the committee be dissolved. Rebekkah Smith-Aldrich worked with the board on 2/7 and stated that the website should be the director's responsibility as an operational issue. The committee was commended for their work. The board agreed that the committee be dissolved.

Ad-hoc 5 Year Plan Actionable Item Plan Committee – Also in the session with Rebekkah, it was clarified that the action item list should be authored by the director, so the committee was dissolved.

Ad-hoc Nominating Committee - Felicia Keesing, Christie Billeci, Deborah Benson, Danielle Cordier, Andy Reed and Katie Culp all introduced themselves and expressed interest in joining the board. Questions arose about the size of the new board; that is yet to be determined. New members will be voted onto the board at the Annual Meeting on 3/21 by written ballot. Their terms will start at the April meeting.

Other Business:

A. Officer Slate – The board discussed the officer slate for 2023. The Secretary is yet to be determined.

Proposed Slate: President: Laura Gail
 Vice President: Lisa
 Treasurer: Gautam

Adjournment – On a Lisa/ Gautam motion the meeting was closed at 7:50.

Laura Gail Tyler
Secretary