

**Tivoli Free Library
Board of Trustees Meeting
January 17, 2023**

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

Absent:

Also Present: Kathy Rebillot

Leigh opened the meeting at 6:34 p.m.

Minutes:

The minutes from the December 20, 2022 meeting were approved on a Lisa/Jeanette motion.

Public Comment:

Kathy Rebillot was present to explore interest in the board, and had no comment.

Director's Report:

Michele delivered the director's report. Highlights included upcoming adult programming, personnel changes with the departure of a clerk and the addition of a new clerk, the completed installation of the new shed and the results thus far from the annual appeal. An application has been made for the Stewarts grant with age 1-5 STEM materials as the intended use. There also has been a donation of seeds for a seed library in March.

Programming was discussed further. Manar Hashmi will be beginning a music program at the library. The STEM program for younger children on Thursdays has had low attendance.

The survey conducted at Tivoli Street Painting Day was discussed. Michele commented that she has not had time to follow up on it and that she believes that a survey size of 18 is too small. Ideas were discussed for collecting feedback. Re-doing the survey was discussed as well as a survey that was completed just before the beginning of Covid in 2020. The issue of collecting feedback was referred to the Outreach Committee.

Mary distributed an essay written by Corinne Tatavitto published in the MHLS Weekly Newsletter about her experience at the NYLA Conference. Way to go, Corinne!

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

Treasurer's Report:

The treasurer's report was presented by Gautam.

Treasurer's Report – December 2022

Income	\$3,887.08
Expenses	19,510.59
Assets	
Contingency Fund	\$60,439.08
Capital Fund	313,396.95

Gautam discussed end of year accounting and changes in the investment of the Capital Reserve Fund. There was a small surplus at the end of 2022 largely resulting from under-spending on the personnel line due to staffing changes. To increase the yield on funds in the Capital Reserve Fund, the fund was reinvested in two Vanguard FDIC insured CD's at the end of December. The fund had previously been held in a CD at Rhinebeck Bank that matured and a CD at Keybank that was withdrawn for the re-investment. Gautam also discussed accounting software to better track revenues and expenses to make reporting easier. He requested board approval to research options for upgrading the type of Quickbooks software and for bookkeeping services. The need to consider how to budget funds received and spent in different fiscal years was also discussed. These issues were referred back to the Finance Committee.

On a Joe/Lisa motion, \$10,000 was moved from the Operating Fund to the Capital Reserve Fund.

On an April/Jeanette motion, the Annual Recurring Warrant was approved.

On a Hildegard/Lisa motion, the Warrant from 12/16/22 - 01/12/23 was approved.

On a Laura Gail/April motion, the Treasurer's Report was accepted.

Committees:

Facilities & Tech – No meeting. Painting of the Library sign was discussed and the MHLS Construction grant was discussed. MHLS needs a statement of interest by April for the grant.

Finance – No meeting

Governance – No meeting. Needs to meet to work on the Family Leave Policy and implementation of required trustee training

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

Outreach – No meeting

Website – Met to discuss proposals received for the website. Five received. The committee has a favorite and would like to follow up with that vendor with questions.

Michele stated for the minutes that she feels that she had concerns and comments that were dismissed and ignored by the committee at the meeting. Leigh stated that he feels that the website is an operational issue under the purview of the director; the committee is to make suggestions to the director. Lisa stated that she thinks the director's feedback was heard. Gautam stated that he feels like the differences in opinion between the committee members and the director were so great that it might have seemed like her concerns went unheard. Leigh said the discussion to rank the website vendors must return to the committee to resolve the differences between the committee members and the director.

Other Business:

A. Group Dynamics Workshop – There is a Group Dynamics Workshop for the board and director scheduled for Thursday, January 19 at 6:30 with Rebekkah Smith-Aldrich.

B. New Board Members - An Ad-hoc Nominating Committee was formed to recruit new board members. Nominees must be presented to the board at the February meeting. Lisa (Chair), Jeanette, Leigh and April are on the committee.

C. 5 Year Plan – An Ad-hoc 5 Year Plan Actionable Item Plan Committee was formed. Mary (Chair) and Laura Gail are on the committee.

Adjournment – On a Lisa/ Gautam motion the meeting was closed at 8:06.

Laura Gail Tyler
Secretary