

**Tivoli Free Library  
Board of Trustees Meeting  
November 15, 2022**

Present: April, Joe, Laura Gail, Leigh, Mary, Michele

Absent: Gautam, Hildegard, Jeanette

Also Present: Beth Anspach, Lisa Schwarzbaum

Joe conducted the meeting and opened it at 6:38 p.m.

**Minutes:**

The minutes from the October 18, 2022 meeting were approved on a April/Mary motion.

**Public Comment:**

Beth Anspach and Lisa Schwarzbaum were present to explore interest in the board, and had no comment.

**Director's Report:** Michele delivered the director's report. Highlights are the successful Halloween party, a report on the NYLA conference and programming online training and a staff update regarding clerk positions.

Michele was questioned about the status of de-escalation training for staff. It is being researched but not yet scheduled. Michele was questioned about the status of potential grant funding. The library is applying for a grant for a children's cooking program. There are other corporate grant applications planned including Stewarts and perhaps Walmart. The State Library Aid Construction Grant was encouraged. The results from the patron survey conducted at the Tivoli Sidewalk Painting Festival were requested. 18 people completed the survey and results will be emailed to the board. A Classical Baroque Music Program was discussed.

The Director's Report was unanimously accepted on a Leigh/April motion.

**Treasurer's Report:**

The treasurer's report was presented by Joe in Gautam's absence.

Treasurer's Report – October 2022	
Income	\$ 161.85
Expenses	19,658.30
Assets	
Contingency Fund	\$ 60,438.05
Capital Fund	313,023.24

On a Mary/Leigh motion the Treasurer's Report for October was unanimously accepted as presented. On an April/Leigh motion the warrant for 10/13/22-11/10/22 was unanimously accepted.

There was a discussion about a new CD; the library holds a CD that will mature on 1/21/2023. If is withdrawn early, there will be a \$10 penalty, but if reinvested in a FDIC insured Vanguard CD, it will generate \$660 in the same time period that the penalty covers. On an April/Mary motion, the board voted to withdraw the funds early and reinvest them in a Vanguard CD.

### **Committees:**

**Facilities & Tech** – No meeting

**Finance** – No meeting

**Governance** – No meeting

**Personnel** – Met 11/1 and 11/9

The Personnel Committee met for an exit interview with a clerk (at the individual's request) who was let go and met with Michele to discuss the same topic.

Upcoming tasks for the Personnel Committee include looking at the director evaluation surveys from trustees and staff to begin the Director's evaluation.

**Outreach** – No official committee meeting. Gautam, Jeanette and Laura Gail walked in the Red Hook Halloween parade on 10/28 to represent the Tivoli Library.

**Website** – No meeting

11 Venders have received the RP for the website. Five have responded; of those, two have indicated that they do not intend to participate. There is a cap of \$10,000 for the work, and the deadline for proposals is 12/9.

### **Other Business:**

**A. Role of Board Members** – Clarification of general versus specific action item proposals was discussed in reference to the day-to-day operations of the library versus the board's oversight. Item F on the Agenda under Other Business was then discussed: 5 Year Plan. Having a document of Actionable Items for the 5 Year Plan with

timeline and responsible parties was discussed. It will help the board focus and clarify why we are doing what we are doing. Michele was asked to draft an Action Plan based on the responses to the 5 Year Plan Actionable Items Google Brainstorming Doc. A shorter-term monthly Director-authored plan was discussed. It was concluded that all committees should meet before the next board meeting to propose committee related action items for the plan.

**B. 2023 Closed Dates -**

On a Mary/April motion the proposed 2023 library closure dates were approved.

**C. Tax Cap/ 2023 259 Increase** – Figures were discussed for the 2023 - 259 request. Michele must submit a form to indicate whether the request will exceed the 2% tax cap. The board will vote on the request at the December meeting alongside the budget.

**D. Annual Appeal** – It is time for the Annual Appeal. Leigh will draft the Appeal letter and share it with the board before it is sent out. The board will need to arrange to meet to do the mailing.

**E. Group Dynamics Workshop** – Rebekkah Smith-Aldrich conducted a scheduling poll that did not successfully determine a suitable workshop time. Another poll will be sent out for January.

**F. 5 Year Plan** – See A

**G. New Members** – The procedure to accept new members as outlined in the Bylaws was discussed. It was decided that at a minimum Jenn's vacant seat could be filled. A motion to appoint Lisa Schwarzbaum to the board was made on a Leigh/April motion. All in favor. Lisa was elected onto the board.

**Adjournment** – The meeting adjourned at 8:36 on an April/Mary motion.

Laura Gail Tyler