

**Tivoli Free Library
Board of Trustees Meeting
October 18, 2022**

Present: April, Gautam, Hildegard, Jeanette, Joe, Laura Gail, Leigh

Absent: Mary, Michele

Also Present: Corinne Tatavitto, Veronica Stork, Beth Anspach, Christopher Tatavitto Jr.

Leigh opened the meeting at 6:35 p.m.

Minutes:

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

Public Comment:

Veronica Stork, Beth Anspach and Christopher Tatavitto Jr. introduced themselves. Veronica Stork and Beth Anspach were present to explore interest in the board.

Director's Report: Michele was on vacation, so Corinne delivered the director's report in her absence. Highlights are the successful Shred Day/Touch a Truck program, upcoming Halloween programs and additional library funding for a children's instructional cooking program. There was an update about security for staff and the library shed replacement. Staff reviews and 2023 budget preparation are upcoming.

Board assistance with the Halloween program was requested. Training for staff was discussed.

The Director's Report was unanimously accepted on an Hildegard/Joe motion.

Treasurer's Report:

Treasurer's Report – September 2022	
Income	\$ 1,315.31
Expenses	15,210.69
Assets	
Contingency Fund	\$ 60,437.54
Capital Fund	312,643.65

There was a discussion about research for a new CD, the need to invest in upgraded Quick Books software to fully implement changes in the structure of the financial records and budget adjustments (whether they were reflected in the treasurer's report and whether they need full board approval).

On a Jeanette/April motion the Treasurer's Report for July was unanimously accepted as presented. On a Hildegard/April motion the warrant for 9/16/22-10/13/22 was unanimously accepted.

Committees:

Facilities & Tech – No meeting

Finance – No meeting

Governance – No meeting

Personnel – Met 10/6

The Personnel Committee continues to work on the evaluation procedure for the Director and Library. There are four parts: a Trustee Director Evaluation form, a Staff Director Evaluation Form, a Director Self-Evaluation and a Trustee Evaluation of Board and Individual Performance. The Trustee Evaluation of Board and Individual Performance is still in progress. Joe will email an editable version of the Trustee surveys to the Board and they need to be completed and returned by 11/1. Staff employed at the library over the last year will be emailed a link to a Google survey to complete.

Outreach – No meeting. There is a Halloween parade on 10/28 that board members will participate in.

Website – No meeting

Dates need to be confirmed for the Call for Proposals. Ideally Michele needs to be available during those dates and ideally the window will be open 30 days.

Other Business:

A. Sexual Harassment Training – A quiz was distributed to board members to complete and submit for library records after watching online sexual harassment training.

B. Board Secretary -

On a Gautam/Jeanette motion Laura Gail was approved as board secretary.

C. Group Dynamics Workshop – Leigh spoke to Rebekkah Aldrich about scheduling a workshop on communication styles and group dynamics. There will be an upcoming date poll to schedule that workshop.

D. Operationalizing the 5 Year Plan – There was a discussion about the online Google form soliciting brainstorming for 5 Year Plan Actionable Items. Many board members had not had time to make responses and there were comments about its length. The timeline for it and for the Group dynamics workshop was discussed. There was a question about postponing work on both until the new year, and there was a question about starting a different method of crafting actionable items. There was also discussion about how general or specific the actionable items should be. As a next step, it was agreed upon that board members should make 5 comments on the Google Form before the next meeting in November.

Adjournment – The meeting adjourned at 7:57 on a Gautam/April motion.

Laura Gail Tyler