

**Tivoli Free Library  
Board of Trustees Meeting  
May 16, 2023**

Present: Laura Gail, Hildegard, Jeanette, April, Mary, Deborah, Andy, Danielle,  
Katie, Michele

Absent: Lisa, Gautam

Members of the Public – no one

Laura Gail opened the meeting at 6:36 p.m.

**Meeting Ground Rules:** The “ground rule” discussion was revisited and the previous suggestions were read from the April 18 meeting minutes.

Arrive on time

Read materials in advance

Present new materials with time for review

Respect decisions of the board

Balance discussion participation - Share the floor – give everyone time to speak

The following was added:

Be reasonable and nice to each other

Be open to new ideas

Among questions to be resolved are:

Where and when does a board member bring new ideas

Time limits for discussion

Clarification was requested by those not in attendance at the prior meeting. The board discussed whether ‘ground rules’ is an appropriate term and whether there should be a longer discussion with the goal of creating a codified list.

**Minutes:** The minutes of the April 18, 2023 meeting were approved on a Danielle/Deborah motion.

**Public Comment:** None

**Director’s Report:** In reviewing the Director’s Report Michele included an update on Corinne. The baby arrived early, both are well and Corinne is out on maternity leave.

She stated that Corinne has set up as much as possible of the summer programs. Of note is that re-classifying the children's picture books into categories has been completed.

There was general discussion about the form of the director's reports. What specific data do we want? It was noted that the director sets the format for statistics and they can be arranged to give the board the information it is seeking. Suggestions regarding this can be shared via the following google doc:

<https://bit.ly/boardsuggestions>.

The question of whether or not there would be a board section on the website was tabled for future discussion. The board needs to decide what it wants to see – specific statistics or information regarding trends such as audio download having increased by 32%. She also informed the Board that Kanopy is up by 6% and Hoopla 416% (this is a new program for us – one year offered). Committees could have input on what statistics they want to see.

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

**Treasurer's Report:** Presented by Laura Gail in Gautam's absence:

Treasurer's Report – April 2023	
Income	\$ 416.66
Expenses	15,952.31
Assets	
Contingency Fund	\$ 60,441.08
Capital Fund	326,961.89

On an April/Danielle motion the Treasurer's Report for April was unanimously accepted as presented. On a April/Hildegard motion the Warrant for 4/13/23 – 5/11/23 was unanimously accepted.

Laura Gail explained that Quickbooks and the bookkeeper were consulted about formatting the financial records. They were in agreement in their suggestions to create a new Quickbooks Account with the desired formatting and to retain the old financial records in a downgraded version of Quickbooks or download. The Finance Committee discussed the form the historical data should be saved in and concluded it should be kept as a live QB file. The bookkeeper recommended making the new account active at the close of the fiscal year to avoid any complications with payroll. The Finance Committee is in agreement. The Treasurer's Reports will be simplified for the remainder of the year with the exception of quarterly reports.

## **Committees:**

**Facilities & Tech** – No meeting.

**Finance** – Met via zoom on May 12

(1) Discussed Michele's request to pay her Medicare Part B premium in lieu of the library's contribution to her health insurance. The library currently pays \$371.71 per month for the Director's health insurance; the Medicare payment will be lower, \$164.90 per month. The Finance Committee recommends paying for this coverage for the rest of 2023 and discussing it in early October as part of planning for 2024's budget.

(2) Did not complete the quarterly review of 2023's first quarter. It will be resumed at the next meeting.

(3) Reviewed Michele's request to pay a \$500 stipend to Crystal for Storytime and recommends to the Board that it be granted. On a Deborah/Danielle motion the board granted the request.

(4) Discussed a request from Michele to consider paying the remaining 33% of Corinne's salary to raise her paid family leave (PFL) to 100% coverage. Sixty-seven percent is stipulated in the PFL. Questions considered were:

- (1) whether there were additional expenses associated with replacing Corinne's position and shifts
- (2) whether this would set a precedent that should be part of the PFL policy
- (3) whether it was financially possible or prudent to make it policy.

The Committee concluded that expenses were low because Corinne's position does not require full substitution and she has done a lot of prep work in advance. Therefore the Finance Committee advises that there is sufficient funds at this time to extend the PFL to 100%. Policy implications will defer to the Governance Committee.

The Board discussed the points brought up at the Finance Committee meeting and went into depth regarding setting a precedent. The following points were made:

- (1) Corinne does not need to be replaced and has done preparation for summer programs
- (2) since she does not need to be replaced there are sufficient funds in the budget for her to receive the 100%
- (3) we want to be generous and supportive of staff

On an April/Andy motion it was unanimously decided to grant the request for Corinne to be paid 100% of salary while on PFL.

(5) Discussion regarding QuickBooks can be found in the Treasurer's report.

(6) Discussion regarding Form 990 is under Other Business.

**Governance** - Met on May 12 via zoom.

The committee met to review the updated Paid Family Leave (PFL) Policy which committee members received in advance of the meeting. This policy follows the directives of New York's Paid Family Leave law.

There was substantive discussion by the Board regarding whether or not granting Corinne the 100% salary would set a precedent and should that be part of the policy. In view of the special circumstances outlined in the Financial Committee report the Board felt that it would not. The 33% is discretionary above what is legally mandated. The board reviewed the document in its entirety and on an April/Jeanette motion the PFL policy was unanimously adopted as presented.

**Personnel** - No meeting.

**Outreach** – No meeting

### **Other Business:**

**A. Taxes** – The Form 990 tax submission was not received in time for Board review prior to the April meeting. The completed tax form was forwarded to all members via e-mail for their review and approval so that the May 15 filing deadline could be met. The Finance Committee reported that at its May 12 meeting the “revenue less expenses” line was discussed. It is higher than expected due to the nature of depreciating items such as the shed and tables which were purchased during the tax year in question. Those items will be written off over several years. By e-mail vote the Form 990 tax was approved on May 12.

**B. Minute taking** – The suggestion that a staff member be assigned to take minutes for the Board was discussed. The thought in making the suggestion is that this would allow the member taking the minutes to participate in discussions and would eliminate bias. Michele stated that current staff are neither interested nor skilled in this craft and there is no line in the current budget that would allow hiring of an outside contractor. The question was discussed and tabled until such time as minute taking becomes an issue.

**C. Director: 2023 Action Item List** – Tabled to a future meeting

**D. Budget Vote Reminder** - Polls close at 9:00 p.m.

**Adjournment** – The meeting adjourned at 8:10 p.m. on a Danielle/April motion.

Respectfully submitted,

Hildegard Edling  
Secretary

**Tivoli Free Library  
Board of Trustees Meeting  
June 20, 2023**

**Minutes – May 16, 2023 -**

The Minutes of the May 16, 2023 meeting were accepted as amended on a Gautam/Jeanette motion with the following being added to the **Meeting Ground Rules** stated in those minutes:

All board members should have an equal right to speak.  
The board should be open to new ideas and questions.  
Board members should be cordial to each other.  
The board should be open to dissension in discussion.

Respectfully,

Hildegard Edling  
Recording Secretary