

**AGENDA**  
Tivoli Free Library Board of Trustees Meeting  
July 18, 2023

- I. Minutes of June 20, 2023 meeting
- II. Public Comment
- III. Director's Report
- IV. Treasurer's Report (report to follow packet)
- V. Committee Business – Committee List
  - A. Facilities/Tech – did not meet
  - B. Finance – did not meet
  - C. Governance – did not meet
  - D. Personnel – met 7/6
  - E. Outreach – did not meet
- VI. Other Business
  - A. Personnel – Trustee Self-Evaluation
  - B. New trustee Q&A w/Laura Gail & Michele  
*(link to a doodle poll will be emailed to determine a date/time between 8/7 and 8/18)*

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

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

Absent: None

Members of the Public – no one

Laura Gail opened the meeting at 6:35 p.m.

**Minutes:** The minutes of the May 16, 2023 meeting were approved as amended on a Gautam/Jeanette motion. The minutes were amended with the addition of the following Meeting Ground Rules:

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.

Laura Gail requested that if someone wishes to add an item to the meeting agenda please forward that request to her. Please do the same for committee agendas.

**Public Comment:** None

**Director's Report:** Michele reviewed the report pointing out that although MHLS is changing from Mango to Transparent Language, this new program offers more languages and is geared towards language learning for children. She also stated that she has begun working on the application for the \$10,000 discretionary funding we may receive through NY State Senator Michelle Hinchey's office. These funds are to enhance educational programming that would benefit students. There ensued questions and discussions about the specific type of application and the documentation required.

Michele was questioned about use of the creation station. While Corinne is on maternity leave there isn't much activity. The same holds true for the hoped for teen book group.

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

**Treasurer's Report:** Gautam presented the report as follows:

Treasurer's Report – May 2023	
Income	\$ 197.47
Expenses	22,329.19
Assets	
Contingency Fund	\$ 60,441.59
Capital Fund	327,725.12

Gautam stated that both funds are doing fine. To a question regarding the seemingly static balance of the contingency fund he stated that this fund reflects three months of operating budget and needs to be liquid.

On a Mary/April motion the Treasurer's Report for May was unanimously accepted as presented. On a Lisa/April motion the Warrant for 5/11/23 - 6/15/23 was unanimously accepted.

### **Committees:**

**Facilities & Tech** – Met on June 1. Laura Gail presented history of the committee's work since current members have not been on this committee before. An inventory of durable items is being done and will contain item cost, purchase date, condition and expected lifespan. The creation of a formal Facilities Plan is in the future.

**Finance** – Met via zoom on June 16. Gautam reported that the quarterly review was not done because of timing. The committee would like to switch to twice a year, April and September for example. They reviewed numbers through to May and at 41% of the calendar year, spending is close to what has been budgeted. The outlier is that we are underspending for library materials which is only at 31%. Michele is tracking expenditures and will buy as needed for collections especially e-content. We are staying at or slightly under budget. Two budget lines are over budget and need adjustment: contract help and tech support.

This year we will be doing a soft audit. Best practices would be to hire someone who has not done one for us before however Michele is not getting responses from the firms she has contacted. The list she is working with is the one received from MHLS. The last soft audit cost \$1200. The one quote received is for \$7000. We do a hard audit every 6 years and Grady did that for \$5850. (Note: this is the firm that does our taxes). Utilizing a different accountant would be preferable. The board agreed that the one proposal is too expensive and if no other firms respond it is ok to use the current accountant or the previous accountant. Michele will seek proposals from those two firms and continue to seek alternatives.

On a motion by Andy seconded by Lisa approval was given to remove \$1000 from the Payroll budget line and assign it as follows:

\$500 – 415 – employee compensation to contract help

\$500 – 561 - personnel to tech support.

**Governance** - Did not meet.

**Personnel** - Met on June 12 to finalize the Trustee Self Evaluation Form.  
(See below A)

**Outreach** – At their June 13 meeting April reported that they worked on goals and will meet again to finalize a schedule of events for board involvement. They hope to have a calendar at the next board meeting.

**Other Business:**

A. **Personnel – Trustee Self-Evaluation** – The board members are requested to review the survey and submit comments by June 23. The Personnel committee will meet again on July 6 to develop the final draft for board approval at the regular July meeting. Board members will then have to July 31 to return the completed form. The intent is to have both Leigh and Joe also complete the survey.

There was discussion about how best to handle the survey so that responses will be anonymous. It was decided that electronic would work best.

Also suggested by a number of members to change #3 on the 5 – 1 scale to read “Neither agree nor disagree” instead of “No opinion/Not Applicable/Unknown” to imply that the respondent has insufficient information to answer question, and to add a 6<sup>th</sup> option that states “no opinion”.

There will be a separate board meeting to discuss the questionnaire results.

B. **Director: 2023 Action Item List** – Michele stated that she updates the plan as needed. In reviewing the items discussion arose about obtaining a Bard student summer intern. There are a couple of programs at Bard such as the MA in Teaching and Master in Education where there may be interest. Currently Michele contacts the CCE program. There was a question of when the action plan should be done. Further discussion was tabled for a later date.

C. **Board Calendar** – A sample calendar was distributed for members to review. The possibility of having the calendar on a private page where it could be adjusted was discussed. Laura Gail that meeting dates for committees be submitted to her within a

couple of weeks. She also reminded everyone to please remember to go through the president and committees before submitting samples to the board.

**D. Director's Report Analytics** – There was broad discussion of various metrics and how to measure thoughtfully. Do we compare with other libraries? Example of a metric of interest would be the percentage of the collection used frequently and what occasionally. Suggested that stats should be linked to goals for the next five year plan. There was a discussion of changes made by Michele to the current Director's Report. The board was appreciative of the added anecdotal reporting and details and to a new itemized breakdown of individual program attendance. The board decided that no action was needed because the authoring of Director's Reports is the Director's responsibility and Michele can continue to experiment with the format with the board's feedback.

**E. Officer Position Clarification** – It is to be noted that at the March 31, 2023 meeting both Leigh Palmer and Joe Campisi ended their terms on the board and stepped down. Officers for 2023-2024 appointed at that meeting are:

Laura Gail Tyler	President
Lisa Schwarzbaum	Vice President
Gautam Sethi	Treasurer

**Adjournment** – The meeting adjourned at 8:15 p.m. on a Gautam/Andy motion.

Respectfully submitted,

Hildegard Edling  
Secretary

Tivoli Free Library

## **Director's Report for July 18, 2023**

### Programming

- Summer Reading Program kickoff: we had the Two by Two Animal Haven outside by the gazebo while our teen volunteers helped with summer reading registration. To date we have 47 signups (8 adult, 39 children). A patron remarked to me that her granddaughter (age 11) absolutely loved it and talked about it for days. It was also nice to see several board members in attendance.
- Adult Game Night continues to be a lot of fun, and there are regulars who come each month and look forward to getting loud with other adults.
- Cake Decorating: Corinne's husband led this program for school-aged kids and they all had fun decorating individual cakes for them to bring home (and eat!). From a parent: "this was so fun we can't wait until all the other summer programs!" and then promptly signed up her children for most of them.
- Understanding Alzheimer's: this program had no registrations and is being rescheduled for sometime this fall, date TBA.
- Avila Ensemble: this wonderful concert by a group of Venezuelan students who are part of the Bard Conservatory was originally meant to be held outdoors, but was moved inside due to the rain and heat. We had very good attendance (45, including kids and teens), and some of the audience even felt inspired to get up and dance. More than a few people stopped to thank me on their way out for offering the event, and everyone I spoke with enjoyed it and would love to see them back for another performance.
- 2<sup>nd</sup> Garden Talk: Intro to Seed Saving for the Home Gardener on August 3<sup>rd</sup> – a Master Gardener from the Dutchess County Cooperative Extension will be on hand to inform and demonstrate methods of seed saving. This program ties in to our Seed Library to promote seed saving so patrons may take part in keeping the Seed Library going for the future.
- Outdoor Movies: Corinne is planning outdoor family movie nights on Tuesday evenings between July 25<sup>th</sup> and August 15<sup>th</sup> outside near the gazebo. We are still working out the technical logistics but plan to start at 8:30pm with patrons bringing chairs/blankets to sit on the grass. Films to be shown are: Scoob!, Puss in Boots: the Last Wish, League of Superpets, and The Super Mario Bros. Movie. We have done this in the past with fairly good results – it's really all a matter of waiting for the sun to go down.

### Personnel

- Corinne has returned from leave and will be using Paid Family Leave on an intermittent basis through August 28<sup>th</sup>, at which point she is back to her normal full-time schedule.
- I have made some minor adjustments to the desk schedule: Daniele will be working a few less hours and Kallie will be taking on more hours, effective immediately. In mid-August Moran will also be adding a few hours. These adjustments will not affect the personnel budget line.

- We will be taking on another young person this summer as part of the Youth Employment Program that the RH Community Center administers. Michael (last name not known to me yet) will be assisting the clerks at the desk and helping Corinne prep for programs. This all happened last minute, but I was told he is local to Tivoli, and his start date has yet to be determined.

#### Other

- I have not yet heard from MHLS regarding the Assistive Equipment Mini-Grant, which would help defray costs for the ReciteMe website plugin. This grant (coupled with another mini-grant) is replacing the Outreach Mini-Grant that MHLS has always offered in the past and which we use to offset costs for the yoga program. The yoga program will continue as usual, as not having this funding will not have an adverse effect on our programming budget.
- The Red Hook Pool pass has gotten off to a slow start, with only a few reservations, although generally very well received by the general public. Promotion for this will continue throughout the summer.
- We will be offering a family pass to the Old Rhinebeck Aerodrome as soon as it gets mailed to us. The pass allows entrance to the museum for a family of four (two adults, two children).
- The Library's financial review is being done by Van Norstrand & Hoolihan, and I am in the midst of providing the firm with all the documentation they need for the process. I expect this to be finished by the end of the summer at the latest.

#### Upcoming

- I have applied for a grant that has been offered exclusively to Dutchess County libraries for improving broadband infrastructure. I would use this to replace our three current wifi access points with better, more powerful access points (plus one additional) and would boost reach outside the building to better service the community when the library is closed. Harlin Computers (our regular IT guy) has given me a quote for this work in the amount of \$956.00, which includes hardware and installation.
- I am still working on getting required documentation uploaded to the Grants Gateway for the Hinchey-sponsored funding. As I've mentioned before, this funding may take up to a year to receive.
- FYI: I will be on vacation from August 19<sup>th</sup> through the 26<sup>th</sup>. Staff will be able to reach me via email if necessary.

#### ***Hoopla Usage Fun Fact:***

*This year to date, nearly 60% of patron downloads through hoopla were audiobooks, indicating that a slight majority of patrons prefer listening to reading. 51% of those audiobooks were adult fiction, 30% adult non-fiction and 18% juvenile fiction. Since we began offering hoopla in March 2022, usage has increased 336% and shows no sign of slowing.*

*Attached are statistics for circulation, programming and e-content.  
A breakdown of programming stats for June is included.*

Circulation Statistics by Month - 2022 v. 2023

Month	Checkouts	Checkins	Renewals	Items Circ	Holdings	Total (-Items Circ.)
<b>2022</b>						
January	538	540	273	811	99	1,450
February	565	483	297	862	133	1,478
March	674	616	376	1,050	163	1,829
April	606	578	357	963	191	1,732
May	483	503	279	762	81	1,346
June	661	489	273	934	76	1,499
<i>Subtotal</i>	<i>3,527</i>	<i>3,209</i>	<i>1,855</i>	<i>5,382</i>	<i>743</i>	<i>9,334</i>
July	870	768	393	1,263	100	2,131
August	1,200	1,307	937	2,037	86	3,430
September	753	691	353	1,106	86	1,883
October	606	622	316	922	98	1,642
November	554	635	277	831	71	1,537
December	634	577	274	908	39	1,524
<i>2022 Totals</i>	<i>8,144</i>	<i>7,809</i>	<i>4,405</i>	<i>12,449</i>	<i>1,223</i>	<i>21,481</i>
<b>2023</b>						
January	645	636	287	932	82	1,650
February	590	511	265	855	98	1,464
March	704	732	318	1,022	88	1,842
April	461	501	286	747	82	1,330
May	542	597	259	801	58	1,456
June	614	535	241	855	80	1,470
<i>2023 Totals</i>	<i>3,556</i>	<i>3,512</i>	<i>1,656</i>	<i>5,212</i>	<i>488</i>	<i>9,212</i>



## E-Content

### E-Book & Audiobook

Downloads by Month  
2022

	<u>Audiobooks</u>	<u>E-books</u>	<u>Total</u>
January	89	162	251
February	97	122	219
March	98	129	227
April	86	131	217
May	86	111	197
June	97	116	213
<i>Subtotal</i>	<i>553</i>	<i>771</i>	<i>1,111</i>
July	30	90	120
August	90	130	220
September	114	102	216
October	109	124	233
November	96	104	200
December	115	109	224
<i>2022 Totals</i>	<i>1,107</i>	<i>1,430</i>	<i>2,537</i>

2023		<u>Total</u>
January	129	234
February	109	209
March	141	277
April	112	242
May	100	220
June	97	202
<i>2023 Totals</i>	<i>688</i>	<i>1,384</i>

### Magazine Downloads

by Month  
2022

	<u>Total</u>
January	16
February	11
March	11
April	23
May	23
June	0
<i>Subtotal</i>	<i>84</i>
July	3
August	3
September	4
October	1
November	1
December	2
<i>2022 Totals</i>	<i>98</i>

2023	<u>Total</u>
January	3
February	5
March	4
April	9
May	5
June	1
<i>2023 Totals</i>	<i>27</i>

### Kanopy

Views/Month  
2022

	<u>Total</u>
January	137
February	101
March	128
April	114
May	140
June	146
<i>Subtotal</i>	<i>766</i>
July	137
August	106
September	114
October	103
November	224
December	346
<i>2022 Totals</i>	<i>1796</i>

2023	<u>Total</u>
January	215
February	222
March	204
April	206
May	196
June	187
<i>2023 Totals</i>	<i>1230</i>

### Creativebug

#### Views/Month

(new 5/20/20)  
2022

	<u>Total</u>
January	5
February	6
March	0
April	2
May	0
June	5
<i>Subtotal</i>	<i>18</i>
July	3
August	0
September	0
October	5
November	0
December	0
<i>2022 Totals</i>	<i>26</i>

2023	<u>Total</u>
January	0
February	11
March	0
April	0
May	0
June	0
<i>2023 Totals</i>	<i>11</i>

### Hoopla

#### Uses/Month

(new 3/01/22)

January	5
February	6
March	0
April	2
May	0
June	5
<i>Subtotal</i>	<i>154</i>
July	57
August	63
September	41
October	71
November	53
December	75
<i>2022 Totals</i>	<i>514</i>

2023	<u>Total</u>
January	83
February	74
March	83
April	65
May	93
June	109
<i>2023 Totals</i>	<i>507</i>

Program Statistics by Month - 2022 v. 2023

**In-Person Programming**

2022

Month	Adult	Kid	Teens	Total	#Prog.
January	0	0	0	0	0
February	46	33	1	80	13
March	171	36	4	211	32
April	220	97	3	320	43
May	186	71	5	262	38
June	257	120	13	390	45
<i>Sub-Total</i>	<i>623</i>	<i>237</i>	<i>13</i>	<i>873</i>	<i>126</i>
July	305	157	24	486	40
August	189	113	12	314	35
September	292	171	18	481	50
October	289	133	6	428	26
November	132	45	0	177	29
December	191	112	11	314	34
<i>2022 Totals</i>	<i>2,278</i>	<i>1,088</i>	<i>97</i>	<i>3,463</i>	<i>385</i>

2023

Month	Adult	Kid	Teens	Total	#Prog.
January	158	35	0	193	30
February	204	36	0	240	31
March	261	39	25	325	40
April	292	195	21	508	52
May	189	25	0	214	40
June	229	43	7	277	29
<i>2023 Totals</i>	<i>1,333</i>	<i>373</i>	<i>53</i>	<i>1,757</i>	<i>222</i>

**Virtual Programming**

2022

Month	Adult	Kid	Teens	Total	#Prog.
January	100	6	6	112	11
February	70	0	2	72	10
March	19	1	2	22	10
April	15	0	0	15	4
May	27	0	0	27	8
June	16	0	0	16	4
<i>Sub-Total</i>	<i>231</i>	<i>7</i>	<i>10</i>	<i>248</i>	<i>43</i>
July	14	0	0	14	3
August	26	0	0	26	4
September	8	0	0	8	2
October	7	0	0	7	2
November	14	0	0	14	3
December	7	0	0	7	2
<i>2022 Totals</i>	<i>323</i>	<i>7</i>	<i>10</i>	<i>340</i>	<i>58</i>

2023

Month	Adult	Kid	Teens	Total	#Prog.
January	28	0	0	28	5
February	13	0	0	13	3
March	10	0	0	10	3
April	11	0	0	11	3
May	8	0	0	8	2
June	8	0	0	8	2
<i>2023 Totals</i>	<i>78</i>	<i>0</i>	<i>0</i>	<i>78</i>	<i>18</i>

## June 2023 Program Breakdown

### Regular Children's programs

	# sessions	# Adults	# Children age 0-5	# Children age 6-11	Teens
Storytime	4	12	10	0	0
Computer Crew	4	4	0	0	0

<b>Total Children's Programs</b>	<b>8</b>	<b>16</b>	<b>10</b>	<b>0</b>	<b>0</b>
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### Family Programs

	# sessions	# Adults	# Children age 0-5	# Children age 6-11	Teens
Summer Reading Kickoff	1	29	21	16	7

<b>Total Family Programs</b>	<b>1</b>	<b>29</b>	<b>21</b>	<b>16</b>	<b>7</b>
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### Regular Adult programs

	# sessions	# Adults
Yoga	4	30
Game night	1	6
Mah Jongg	5	40
Hooks & Needles	5	68
Tech Help	2	4
Page Turners Book Group	1	3
Tarot	2	8

### 1x Adult programs

Garden Talk: Pollinators	1	12
Tivoli in Stitches	1	25

<b>Total Adult Programs</b>	<b>22</b>	<b>196</b>
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**Treasurer's report: June 2023**

Revenues this month: \$344.59  
 Expenses this month: \$14,282.73

<b>Contingency Fund Key Bank</b>		
Month	Year	Value
July	2022	\$60,436.53
August	2022	\$60,437.04
September	2022	\$60,437.54
October	2022	\$60,438.05
November	2022	\$61,138.55
December	2022	\$60,439.08
January	2023	\$60,439.61
February	2023	\$60,440.07
March	2023	\$60,440.58
April	2023	\$60,441.08
May	2023	\$60,441.59
June	2023	\$60,442.09

<b>Capital Fund Vanguard</b>						
Month	Year	UBS Bank 1/13/2025 4.45%	Customer's Bank 4/15/2024 4.60%	City National 3/31/26 5.10%	Money market Liquid 4.22% variable	Total value
July	2022					\$311,856.88
August	2022					\$312,251.96
September	2022					\$312,643.65
October	2022					\$313,023.24
November	2022					\$313,410.81
December	2022					\$313,396.95
January	2023	\$200,000.00	\$100,000.00		\$13,815.78	\$313,815.78
February	2023	\$200,000.00	\$100,000.00		\$24,716.92	\$324,716.92
March	2023	\$200,000.00	\$100,000.00	\$25,000.00	\$1,226.58	\$326,226.58
April	2023	\$200,000.00	\$100,000.00	\$25,000.00	\$1,961.89	\$326,961.89
May	2023	\$200,000.00	\$100,000.00	\$25,000.00	\$2,725.12	\$327,725.12
June	2023	\$200,000.00	\$100,000.00	\$25,000.00	\$5,747.87	\$330,747.87

Treasurer's report: June 2023

Warrant

**TFL Expenditures: 6/16/23-7/13/23**

15-Jun	Debit		Amazon	610	Books	19.99
16-Jun	Debit		Staples	820	Office supplies	70.97
16-Jun	Debit		Amazon	710	SRP supplies	43.58
21-Jun	Check	7291	Michele DelPriore (Sam's)	610	Books	32.60
				710	SRP Supplies	9.88
21-Jun	Check	7292	Williams Lumber	820	Office supplies	8.99
23-Jun	Check	7294	Cash	30	Petty Cash	74.90
25-Jun	Petty Cash		Michele DelPriore (Sam's)	420	Game night snacks	5.98
27-Jun	Check	7295	The Stitching Bear	621	Magazine renewal	79.50
27-Jun	Check	7296	Old Rhinebeck Aerodrome	720	Museum pass	100.00
30-Jun	Debit		National Geographic	621	Magazine renewal	39.00
3-Jul	Debit		Hudson River Maritime	720	Museum pass	100.00
3-Jul	Check	7297	Laura Andrea Pérez Rangel	720	Avila Ensemble	600.00
3-Jul	Debit		NY Times	622	Newspapers	64.00
11-Jul	Debit		Amazon	640	DVDs	19.99
11-Jul	Debit		Amazon	640	DVDs	28.38
13-Jul	Check	7303	Curt Anthon	720	Gentle yoga	100.00
13-Jul	Check	7304	Ingram	610	Books	332.40
13-Jul	Check	7305	It's Climb Time	710	SRP Wrap-Up	530.00
13-Jul	Check	7306	Kanopy	660	E-content	278.00
13-Jul	Check	7307	Michele Zagorski	813	Bookkeeping	215.25
13-Jul	Check	7308	MidAmerica Books	610	Books	317.30
13-Jul	Check	7309	Midwest Tape	660	E-content	252.46
13-Jul	Check	7310	Jerry Schneider/Morpho	720	SRP Butterfly	175.00
13-Jul	Check	7311	Michele Zagorski	813	Bookkeeping	272.25
13-Jul	Check	7312	De Lage Landen	874	Copier lease	131.76
13-Jul	Check	7313	Harlin Computer Services	815	Computer support	110.50
17-Jul	Check	7315	Travelers Insurance	523	Worker's Comp.	1,141.00
				811	Insurance: Comm'l	2,076.00
				811	Umbrella policy	435.00
17-Jul	Debit		Amazon	820	Office supplies	8.83
18-Jul	Check	7316	Michele DelPriore	710	SRP-prizes	49.49
18-Jul	Debit		US Postal Service	872	Postage	39.60

## Trustee Self-Evaluation for Individual Performance and Board Effectiveness

The results of this survey will be used to identify areas for improvement and to facilitate a full Board conversation about our effectiveness. It is divided into three parts: Trustee personal engagement and performance; Board performance; and the state of the library in relation to our community's needs and interests.

### Form Instructions

- Each Board member should respond individually
- Submit this form to the Board President for use in a future, scheduled meeting
- IMPORTANT: To maintain anonymity, please do not include your name on this form.**

Scale: 5 = Strongly agree

4 = Agree

3 = Neither agree nor disagree

2 = Disagree

1 = Strongly disagree

0 = No opinion/insufficient information

### Personal Engagement and Performance

1. I am familiar with the library's collections, services, offerings, and programs.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

2. I am familiar with the library's budget and financial health.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

3. I am familiar with the library's facilities and website.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

4. I am familiar with and understand the library's charter, bylaws, and policies.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

5. I am familiar with the library's five-year plan.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

6. I attend Board and committee meetings regularly.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

7. I participate actively in discussions during Board and committee meetings

Comments: \_\_\_\_\_ 5 4 3 2 1 0

8. I am prepared and have read the Board packet before each meeting.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

9. I understand and respect the different roles of Trustee and Library Director.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

10. I personally use the library.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

11. I promote the library in our community.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

**Board Performance**

12. Our Board is diverse and represents all necessary skills and stakeholders.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

13. Board meetings are efficient and well-run.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

14. Committee meetings are efficient and well-run.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

15. Discussions are conducted in a respectful fashion and are open to opposing views.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

16. No one individual or group dominates discussions.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

17. The Board maintains a focus on policy rather than managing day-to-day operations

Comments: \_\_\_\_\_ 5 4 3 2 1 0.

18 The Board regularly reviews and monitors progress on the five-year plan.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

19. The Board employs strategic planning to develop clear goals and actions.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

20. The Board is informed of upcoming issues, laws, and trends.

Comments: \_\_\_\_\_ 5 4 3 2 1 0



21. The Board regularly reviews and updates policies including the bylaws.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

22. The Board receives regular, adequate, and useful reports related to the health of the library including finances, programming, employment, and facilities.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

23. The materials received adequately prepare the Board for discussion and decision-making.

Comments \_\_\_\_\_ 5 4 3 2 1 0

24. The Board is supportive of and has a good relationship with the Library Director.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

25. The Board complies with Open Meeting Law.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

26. The Board has an orientation program for new Trustees.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

27. The Board has developed formal criteria and a process for evaluating the Library Director.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

**State of the Library**

28. The library effectively represents the needs and interests of the community.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

29. The library has mechanisms for community feedback.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

30. The library collaborates with other community organizations and government organizations.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

31. The library is a visible and active part of the community.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

32. The library has adequate personnel, materials, space and funding to fulfill community needs.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

33. The library upholds the values of libraries, including the importance of intellectual freedom, access to information, and confidentiality of patron records.

Comments: \_\_\_\_\_ 5 4 3 2 1 0

**USE THIS PAGE FOR ADDITIONAL COMMENTS**

Tivoli Free Library Board of Trustees Calendar 2023

<p><b>July</b></p> <p><b>Finance Committee</b> meeting for mid-year review</p> <p><b>Tuesday Board Meeting 6:30 PM 7/18</b></p> <p><b>Governance Committee</b> – bylaws review</p>	<p><b>August</b></p> <p><b>New Trustee Session</b></p> <p><b>Personnel Committee</b> – review trustee self-evals. and review existing Trustee survey for Director eval.</p> <p>No Board meeting: Summer Recess</p>
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<p><b>September</b></p> <p><b>Governance Committee</b> – bylaws review</p> <p><b>Tuesday Board Meeting 6:30 PM 9/19</b> Trustee Surveys for Director Eval. distributed Hardscrabble Day Saturday 9/23</p> <p>Facilities Committee meeting to continue the creation of a formal facilities plan and to assess facilities needs for the 2024 budget</p>	<p><b>October</b></p> <p><b>Personnel Committee</b> – review trustee surveys for Director evaluation and begin review <b>Special Board Meeting to review Trustee Self-eval.</b></p> <p><b>Finance Committee</b> meeting for third quarter review and begin budget</p> <p><b>Tuesday Board Meeting 6:30 PM 10/17</b></p>
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<p><b>November</b></p> <p><b>Finance Committee</b> Meeting: Proposed 2024 budget</p> <p><b>Governance Committee</b> – bylaws review</p> <p><b>Tuesday Board Meeting 6:30 PM 11/21</b> Budget presented to the board</p> <p>Fold and stuff annual appeal letter to mail</p>	<p><b>December</b></p> <p><b>Tuesday Board Meeting 6:30 PM 12/19</b> Budget vote for 2024, year end staff bonuses, 414 Resolution and potential tax levy override</p>
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Tivoli Free Library Board of Trustees Calendar 2024

January	February
	Nominating Committee meets
Personnel Committee – deliver Director evaluation	Facilities Committee meeting to finalize the facilities plan
Tuesday Board Meeting 6:30 PM 1/16: Nominating Committee appointed	Tuesday Board Meeting 6:30 PM 2/20 Nominating Committee presents candidates and officer slate, tax levy letter of intent,

March	April
Tuesday Board Meeting 6:30 PM 3/19 Annual meeting: vote for new terms and officer slate, approval of annual state report	Tuesday Board Meeting 6:30 PM 4/16 Approve annual report to community

May	June
259 vote promotion	
Tuesday Board Meeting 6:30 PM 5/21	Tuesday Board Meeting 6:30 PM 6/18