

**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 6th 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