**Tivoli Free Library**

**Board of Trustees Meeting**

**October 17, 2023**

Present: Laura Gail, Hildegard, Gautam, Andy, Deborah, April, Danielle, Michele

Absent: Lisa, Jeanette, Mary, Katie

Members of the Public – None

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

**Minutes:** The minutes of the September 19, 2023 meeting were approved as presented on a Danielle/Andy motion.

**Public Comment:** None

**Director’s Report:** Michele stated that the Library Schoolhouse is the most popular children’s program and may need a larger space. She explained the Toniebox, what it looks like and how it works. Basically it is a version of an audio book geared for children. This is an exciting addition and we would be the only MHLS library to have this item for circulation.

There was follow-up discussion about cost sharing the Kanopy service with Red Hook. Michele hopes to have it resolved by year’s end.

On a Hildegard/Gautam motion the library report was accepted as presented.

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

Treasurer’s Report – September 2023

September 2023

Income $ 123.66

Expenses 18,815.94

Contingency Fund $ 60,443.61

Capital Fund 333,660.87

On an Danielle/April motion the Treasurer’s Report for September was unanimously accepted as presented. On a Deborah/Gautam motion the Warrant for 9/19/23 - 10/16/23 was unanimously approved with the addition of a $1500 expense for the accountant.

**Committees:**

**Facilities & Tech –** Did not meet.

**Finance –** Did not meet.

G**overnance -**  Met on September 21 via zoom to begin discussion of the bylaws revision. By laws were discussed up to Article IV Section 3. The review process was discussed and will begin with a read through.

**Personnel –** Met on October 5. They revised the Trustee Survey for the Director’s Evaluation. In working on the revision they particularly looked for subjectivity and consistency in the categories on the survey. The survey will be sent to trustees in the form of a google forms link with completion targeted for early November.

(see Attached)

**Outreach –** Did not meet.

**Other Business:**

**A. Linda LeGendre -** Recognized the passing of former board member Linda LeGendre. Appreciation was expressed for her service to and love of the library. A condolence card will be sent to her family.

**B. Director’s Evaluation –** See Personnel Committee above.

**C. Financial Review Document –** The library contracted with Van Norstrand & Hoolihan, C.P.A.’s, P.C. to conduct an Independent Account Review. In their report the firm states that “A review includes primarily applying analytical procedures to management’s financial data and making inquiries of management.” In conclusion they state: “Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.”

**D. Outreach Committee -**  The merits of having an outreach committee vs creating ad hoc committees for specific events were discussed. For the purpose of discussion the Tivoli’s Got Talent event which the board organized and ran was used as an example. Input from MHLS is that outreach is a staff responsibility and that a fundraiser would be board sponsored. Following considerable discussion Laura Gail made a motion seconded by April that the Outreach Committee be eliminated as a standing committee from the Committee List.. The motion carried with 5 ayes and 1 abstention. Note: Gautam left the meeting therefore six and not seven board members were present to vote on the motion.A future ad-hoc committee for a board sponsored event will be a continued discussion.

**E. Michele’s Resignation -** Michele’s letter of resignation effective March 1, 2024 was acknowledged. Laura Gail thanked Michele for all the work she has done for the library. An ad-hoc search committee will be formed as quickly as reasonable. (Attached)

**Adjournment –** The meeting adjourned at 7:48 p.m. on an Andy/Danielle motion.

Respectfully submitted,

Hildegard Edling

Secretary