

**Tivoli Free Library
Board of Trustees Meeting
November 21, 2023**

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

Present via Zoom for Financial Report and Budget: Gautam

Absent: None

Members of the Public – Kristen Campbell, Director, Grinnell Library, Wappingers Falls, NY and Kathy O'Connor, Tivoli Resident

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

Minutes: The minutes of the October 17, 2023 meeting were approved as presented on a Deborah/Katie motion.

Public Comment: None

Director's Report: Michele reported that the Big Foot event was a huge success with approximately 30 people attending. To continue the theme, the library will host a presentation by Doug Stone on the research he has done relative to the JFK assassination. Kanopy issues with Red Hook have been resolved for now and starting in January they will share the cost. Michele stated that since she wrote the report she has been informed that the 2023 Library Broadband Grant monies will arrive next week.

Michele pointed out Corinne's reports on the conferences she attended which reflect the importance of staff attendance at these events.

Corinne has resigned to accept the library manager position in Cairo. Chrystal Carolan, who filled in for Corinne when she was on maternity leave, will conduct the Library School House (Homeschool) program as well as Storytime starting December 9. We will not hire a replacement Youth Coordinator until after there is a new library director.

On a Lisa/Mary motion the library report was accepted as presented. (Report Attached)

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

October 2023

Income	\$ 1,506.00
Expenses	23,291.73
Contingency Fund	\$ 60,444.13
Capital Fund	334,432.14

On an Andy/Jeanette motion the Treasurer's Report for October was unanimously accepted as presented. On a Hildegard/April motion the Warrant for 10/16/23-11/16/23 was unanimously approved.

Committees:

Facilities & Tech – Met on November 9 to review the inventory which was refined and it was suggested that it be reviewed annually for updates. Also reviewed was the library's insurance policy, basically a renter's policy, which was found to be more than sufficient coverage and should be reviewed periodically. Discussion began on developing a facilities plan. (minutes attached)

Finance – Met over zoom on October 25 to discuss third quarter financials and remaining projected 2023 expenses. They met again over zoom on November 13 to review the draft budget and to discuss a salary range for the director's search. See below for further comments. (minutes attached)

Governance - Met on zoom on November 18 to review the two policies to be discussed below. (minutes attached)

Personnel – Met on November 6 and revised the staff survey for the director's evaluation which will be used in the upcoming director's evaluation. It will be formatted as a google form and sent to the staff to solicit feedback. (minutes attached)

Lisa reported that review of the director's evaluation is still in process. Results of this review will help in formulating an ad for our director search.

Other Business:

A. 2024 Budget Review – The board congratulated the director and finance committee for presenting the budget today for review. The biggest increase is in the personnel line with the other lines being the same or lower than 2023. In 2023 we underspent on the budget line mainly as a result of Corinne’s maternity leave when insurance paid 67% of her salary. In budgeting for personnel the figure is based on everyone working their stated number of hours when consistently that does not occur. For the 2024 budget the personnel line reflects the anticipated salary for a new director based on cost of living increases and research on what other libraries pay.

There was a discussion about bridging the proposed budget deficit. The need for a 414 increase as well as pursuing other revenue streams were discussed.

The budget will be voted on at the December meeting.

B. Ad Hoc Search Committee – On an April/Jeanette motion the formation of an Ad Hoc Search Committee was unanimously approved. Using the new trustee handbook as a guideline for choosing committee members Laura Gail has appointed the following:

Laura Gail Tyler – Board President
Andy Reed – Board Trustee
Alexa Murphy (former board member and interim library director) – Associate Director for Library Outreach & Public Service at Bard College
Abbie McCue – Library Clerk
community member at large to be appointed

Comments from board members to the search committee are welcome.

C. Policies: M/WBE and Trustee Education -

NY State’s Minority and Women Owned Business Enterprises (M/WBE) policy will go back to the governance committee and is tabled for a later date.

Trustee Education Policy – On a Danielle/Lisa motion the policy as presented was unanimously adopted. Trustees were reminded that they need to submit a completed Self-Assurance form by the end of the calendar year. Rebekkah Aldrich’s workshop/meeting with us on February 7, 2023 counts as this year’s training. (policy attached)

D. Annual Appeal – It is time to mail out the annual appeal letters. An e-mail will be sent to all trustees setting up a date for processing the letters for mailing.

E. Closed Dates 2024 – On an Hildegard/Deborah vote the following dates were approved:

Monday, January 1 – New Year’s Day	Monday, October 14 th – Indigenous Peoples’ Day
Monday, January 22 nd – MLK Jr. Day	Monday, November 11 th – Veterans’ Day
Monday, February 19 th – Presidents’ Day	Wednesday, November 27 th – Close at 2 p.m.
Saturday, May 25 th &	Thursday, November 28 th – Thanksgiving
Monday, May 27 th – Memorial Day Wknd	Friday, November 29 th – Black Friday
Wednesday, June 19 th – Juneteenth	Tuesday, December 24 th – Christmas Eve
Thursday, July 4 th – Independence Day	Wednesday, December 25 th – Christmas Day
Monday, September 2 nd – Labor Day	Thursday, December 26 th – Day after Christmas
	Tuesday, December 31 st – New Year’s Eve

Adjournment – The meeting adjourned at 7:41 p.m. on an Andy/April motion.

Respectfully submitted,

Hildegard Edling
Secretary