

**Tivoli Free Library
Board of Trustees Meeting
December 19, 2023**

Present: Laura Gail (via zoom), Lisa, Hildegard, Mary, Andy, Deborah, Katie, Danielle, Michele

Absent: Gautam, Jeanette, April

Vice President Lisa opened the meeting at 6:31 p.m.

Minutes: The minutes of the November 21, 2023 meeting were approved following the correction of the MLK Jr. Day date from January 22 to January 15 on a Deborah/Katie motion.

Public Comment: None

Director's Report: Michele highlighted receipt of the 259 funding. Also that the Grants Gateway glitches have been resolved and we are now "prequalified to do business with New York State." The funding will be distributed through MHLS.

On a Katie/Hildegard motion the Director's Report was accepted as presented.
(Report Attached)

Treasurer's Report: In Gautam's absence, Laura Gail presented the report as follows:
Treasurer's Report

November 2023

Income	\$ 654.54
Expenses	9,827.77
Contingency Fund	\$ 60,444.63
Capital Fund	335,181.53

On an Andy/Mary motion the Treasurer's Report for November was unanimously accepted as presented. On a Deborah/Danielle motion the Warrant for 11/18/23-12/14/23 was unanimously approved.

Laura Gail further reported that the Finance Committee met over zoom on 11/6 to finalize the draft budget for presentation to the board for approval.

Committees:

Facilities & Tech – Met on December 4 and discussed Michele’s updated inventory as well as an update on the insurance policy which now specifically includes the shed as insured. Resolutions for the current (2019) 5 year lease ending in 2024 were reviewed. Christie will look in her records for a past architectural plan of the library’s space. Sample Facilities Plans were discussed to begin a draft for our library. (notes attached)

Finance – Met over zoom on December 6 to discuss the draft budget, a new budget line layout for Quickbooks and the salary for the director’s search to increase the top of the range. (notes attached)

Governance - Met via zoom on November 30 to continue its review of the bylaws. Specifically Article IV was read and reviewed. (notes attached)

Personnel – Met on November 27, December 7 and December 14. Over the course of these meetings the results of the trustee survey and staff survey for the Director’s Evaluation were reviewed and a draft of the evaluation was begun. They made a list of qualities based on the surveys to provide to the Ad-hoc Search Committee, worked on a Director’s job description for board approval, discussed changing the youth programmer position from full time to 20 hrs a week and made that recommendation for the budget. (minutes attached)

Ad Hoc Search Committee - Met December 1, December 8 and December 15. During these meetings the committee discussed and finalized salary range and educational requirements. They decided on “Director/Manager” as the title for the position feeling that this would gain the widest pool of applicants. The ad was finalized and ready for distribution. It was explained that applications will be reviewed by the committee as they come in and that the board will be involved in the interview and decision process. Time was taken at the board meeting to discuss the ad with the suggestion made that we put our story forward such as being located in an historic building, the uniqueness of Tivoli and in general incorporating inspiring words about the community.

Other Business:

A. 2023 Budget – The final budget was reviewed and adopted as revised on a Danielle/Katie motion.

B. 414 Resolution - The following resolution was unanimously adopted on an Andy/Danielle motion. This resolution is needed for us to receive the \$125,000 as stated below.

Be it resolved the Tivoli Free Library Board of Trustees request that the money received from the Town of Red Hook tax levy and appropriation pursuant to the 2007 Chapter 414, in the amount of one hundred twenty-five thousand dollars and no cents (\$125,000.00) be paid directly to the Library at the attention of the Library Treasurer, Gautam Sethi, The Board of Trustees also commands that this payment be made to the library at P.O. Box 400, Tivoli, NY 12583, as soon as the money is collected by the tax collector employed for the Town of Red Hook.

C. Tax Cap (2%) - There was discussion about the necessity of passing this resolution. The suggestion was made that we stay within 2% for the 259 levy which is in May and ask for more for the 414 which would be in November. We have not asked for an increase since the program's inception in 2008 which is our one and only request. In the past we have adopted a resolution requesting to go over the cap and have then rescinded that resolution. On a motion made by Deborah and seconded by Danielle it was decided to request the override of the 2% with the vote of 7 ayes and 1 abstention. The resolution reads as follows:

Whereas, the adoption of this 2024 budget for the Tivoli Free Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefor be it

Resolved, that the Board of Trustees of the Tivoli Free Library voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the board of trustees as required by state law on December 19, 2023.

D. Approval of Director Job Description - Lisa presented the Library Director Job Description as developed by the Personnel Committee. There was discussion about revising the description by chunking responsibilities into separate categories. Also suggested editing to include broader vision for the library. A motion was made by Andy, seconded by Deborah proposing that the board approve the job description with the understanding that the Personnel Committee would meet to edit the description and present it to the board in February for approval. Following discussion this motion was rescinded. Further discussion was around the necessity of having the job description in

place when the ads go out. Hildegard made a motion seconded by Danielle to approve the job description as presented. The motion passed with 6 ayes, 1 nay and 1 abstention.

Mary requested that the following statement be included in the minutes: “It is very important to have an accurate job description and there are gaps in it in my view because the full board was not given a chance to provide input on it before being asked to approve it. The director job description is essentially a public contract of understanding that details the responsibilities of the library director. We need to get it right as representatives of the public.”

E. Staff Year-end Bonuses

At this point on an Andy/Danielle motion the board went into Executive Session to discuss bonuses. Michele left the room. The session lasted approximately 15 minutes. On a Danielle/Deborah motion the bonus decisions discussed were accepted, Michele returned and the regular monthly meeting continued.

F. Thank Yous - Lisa thanked everyone who stuffed envelopes for our annual donation request letter.

She also thanked Corrine for her great work – we appreciate everything that she did.

Adjournment – The meeting adjourned at 8:14 p.m. on a Danielle/Laura Gail motion.

Respectfully submitted,

Hildegard Edling
Secretary