

**Tivoli Free Library
Board of Trustees Meeting
January 16, 2024**

Present: Laura Gail, Lisa, Jeanette, Mary, April, Andy, Deborah, Gautam, Michele

Absent: Hildegard, Katie, Danielle

Opening: Laura Gail opened the meeting at 6:34 p.m.

Minutes: The minutes of the December 19, 2023 meeting were unanimously approved as presented on an Andy/Lisa motion.

Public Comment: None

Director's Report: Michele reported that Laura Gail would be facilitating a Pajaki workshop in early February. As of our meeting time, the annual appeal had brought in \$4,791, and the Stewart's grant has been sent in requesting \$1,000 for children's programming. Upgrades to the wifi will be completed by the end of February.

Although repairs to the building's heating system have been completed, space heaters are still needed in the east room. The mayor is aware of the issue. On a Gautam/Jeanette motion the director's report was accepted as presented. (Report Attached)

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

December 2023

Income	\$	6,014.84
Expenses	\$	20,542.82
Contingency Fund	\$	60,445.15
Capital Fund	\$	335,959.78

On an Andy/Jeanette motion the Treasurer's report was unanimously accepted as presented. (Report Attached)

The Warrants (Attached), now divided into Recurring Monthly Expenses and Expenditures for the Month, were presented and reviewed. On a Lisa/Andy motion the warrant for the Recurring Monthly Expenses was unanimously accepted as presented. On an Gautam/Deborah motion the warrant for the Expenditures for the Month was unanimously accepted as presented.

Gautam reported that as of 1/4/2024 there was a \$13,081.68 surplus which he recommended be moved to the Capital Fund. A Lisa/Jeanette motion to move the surplus to the Capital Fund was unanimously approved.

To assure that all these public funds are safeguarded in FDIC accounts, Gautam will combine those surplus funds with the approximately \$6,000 in the Capital Fund Money Market account to purchase another 12 month CD; rates of those CDs are currently running at around 5% interest. This plan was unanimously supported.

Committees:

A. **Facilities & Tech** – Did not meet

B. **Finance** – Did not meet

C. **Governance** - Did not meet

D. **Personnel** – Met on 1/10/2024 and revised the job description for the Director/Manager. Lisa read the minutes of the meeting. The Personnel Committee met on Wednesday 1/10/2024 at 5pm to consider suggestions for the amendment of the Director Job Description and the Director's evaluation. Lisa Schwarzbaum, Jeanette Canaday, Andy Reed, Laura Gail Tyler and Michele DelPriore were in attendance. The committee considered the position's title, the inclusion of the mission statement, the inclusion of a list of roles, the organization of the document and the addition of suggested responsibilities. The meeting concluded at 7:05pm.

Andy reviewed the recommended changes in the job description of the Library Director and they were discussed. An April/Gautam motion to accept the amendments to the job description of the Library Director was unanimously approved.

E. Ad-hoc Search Committee – Andy reported that the committee had met weekly, last on 1/12. They had decided to target job posting outlets within the region and had received applications from six candidates so far. Review of those candidates by the committee will begin on 1/22/2024, but applications will continue to be accepted beyond that date. The committee is currently in the process of considering forms of evaluation to be used to assure fairness. They anticipate creating a rough sort of candidates; one for those that are highly qualified, one for those that meet the minimum requirements, and a third for those that do not meet those requirements.

There was a discussion about the search and interview process. Andy stated that the search committee intends to refer recommended candidates to the full board and to find a format such as a presentation with a prompt for the full board to meet the candidates. There was a request for trustees to have access to all applicant materials, and there was a request for trustees to be able to attend the final interviews. There was a discussion weighing having a small group only conduct the interviews versus open interviews. The process will continue to be discussed.

Other Business:

A. Director /Manager Job Description – (This topic was covered in the report by the Personnel Committee and subsequent discussion above.)

B. Ad Hoc Nominating Committee – An April/Lisa motion to form an Ad Hoc Nominating Committee for board members and officers was unanimously approved. Laura Gail named Lisa to chair that committee and will announce other members once appointed. She further reported that

the nominating committee will need to know who might intend to step down as well as to collect the names of board members who are interested in positions as officers.

The terms of - April, Laura Gail, Jeanette, and Hildegard - will be ending this March. The committee will be looking to find candidates to fill openings. Mary expressed interest in being on the Nominating Committee. Laura Gail, who as president assigns committee membership, declined to assign her. Mary submitted for inclusion in the minutes the following statement:

I have expressed interest in joining the Ad Hoc Nominating Committee and Laura Gail says she will likely not appoint me. To me this is typical of the President's centralized leadership style. In the past, as a courtesy, board members were asked which committees they'd like to serve on. However, by handpicking committee members this past year and thereby restricting committee membership the president has chosen which members can be most effectively heard and which can be silenced. In my view, this undermines the board's commitment to openness to new ideas and dissension. It also undermines the library's Diversity, Equity, and Inclusion statement that encourages equity through actions and policies.

C. Discussion of Board Size - The library's charter allows for 8-15 trustees; we currently have eleven. In the discussion it was generally agreed that to have more than eleven would be cumbersome. Although some thought nine members might be adequate, there was concern that during the upcoming period of transition and the development of the next 5-year plan that the workload might warrant maintaining the current number of trustees. Discussion included the importance of assuring diversity within the board and also a reminder that non-board members could be invited to serve on committees. It was finally agreed that the board size should not be less than nine or more than eleven.

D. Trustee Training Certificates - Laura Gail requested all trustees present complete forms verifying completion of 2023 Trustee Trainings.

Adjournment: The meeting adjourned at 7:57pm on an Andy/Gautam motion.

Respectfully submitted,

Deborah Benson