

**LIBRARY BOARD OF TRUSTEES
REGULAR PUBLIC MEETING MINUTES
September 18, 2024 at 7:30 PM**

Present: Jennifer Andrews, Linda Stutz, Allison Hendele, Isabel Dominguez, Alysa Kociuruba, Erika Abelon, John Kaufmann. Jed Ilany
Village liaison: Larry Taylor

Staff: Erik Carlson, Director, Donna Garofalo

Absent: David Tabacoff; Lisa Bai, Friends

Meeting called to order: Jen Andrews called meeting to order

Public Comment Period:

Approval of Meeting Minutes

June

July

Erika moved to approve, Isabel seconded, all approved

Presidents' Comments

- Expressed interest in continuing meetings with Terry Kirschner from WLS.
- Board membership issues - addressed the need to fill Trustees positions.
- Allison Hendele is leaving in September for personal reasons. Board members expressed their appreciation to Allison for her many years of service.
- There is a potential candidate for a position to be appointed in January
Discussion about perhaps a student could sit on the Board . Review of bylaws first
- Officers for next year
- Update on July meeting

Director Report

- Carpet, floor grate and update on library banners. Carpet in Childrens Room installed as well as floor grate in lobby. Banners are being worked on
- Rivertowns Dispatch - free copies for now; looking into what compliance issues for hosting the meetings
- Ferry Con is taking place this weekend. Gina Elbert, Children's librarian has made it a robust program.
- Banned Books Club trivia next week. Erik distributed flyers to area bars and coffee shops.
- Ferry Festa activities are planned. Mexican folklore dance group coming in. Friends will not be selling books but will bring carts up to the reading room. Circ Staff will be handling sales. Friends will have a table manned by Vikki Jones, on Main Street for the quilt raffle.
- Jennifer Andrews gave props on the new terrace furniture.

Secretary Report

- Trustee terms went to Village and the terms would start at the beginning of the term.

Librarian Report

- Summer Reading - children's program could have been better. A new program was tested..
Beginning to build with Teens.

Friends' Report Friend's Tea Sept 28 - on the patio

- Erik looking to work with the Friend's treasurer in January to discuss the CD's that are going to mature

Larry spoke from the Village

Erik has been working with the Village wide system of surveillance for Village security. Cameras being placed in strategic places

Erik also has had requests for Concert Series and to put Mary Caruso's name on it if it is sponsored. Linda Stutz also was thinking of plaques for donations.

Committee Reports

- Policy & Compliance
 - o Updates to Privacy Policy - almost finished to put to a vote.
 - o Bulletin Board for Jobs - allowing posting for nannies in the children's room
 - o Updates to Program Policy - releasing liability when Staff is helping a patron with their devices. Terry from WLS offered to review policies
- Finance Committee
 - o Last year's budget - reviewed expenses and revenue for the past few months and approved them.
 - o Account Balances
 - Fund Balance - \$318,549
 - Library Trust - \$218,636
 - Hull Estate - \$52,708
 - o Accept \$3,205 From LLSA (yearly grant) vote to accept.
 - o Accept \$400.94 for Summer Reading from WLS vote to accept

Jed, Isabel - unanimous

Future needs to have security cameras. This will be done with the Village

- Personnel Committee
- Gretchen Beckhorn has resigned her position
 - o Clerical position - interviewed two people. One is being offered the position now and the second position in January.
 - o Rather than work study, Erik decided to hire a clerk.
 - o
- Building Committee
 - o Security Camera - quote \$44,000; police station has the central server when the Village upgrades their system. Erik feels we should be able to have the funding from other than operating budget. Also, grants could be sought however the process will take a year or so.
 - o Doorlocks need to be replaced
 - o Carpeting for children's room
 - o Update on locks
- Data and Research Committee
 - o Next steps The session today was helpful. He can be approached for help

Trustee Education

- Comments on recent training

- Further training 10/16 Lisa Stutz going to set up a google doc for feedback on today's session and future topics.

Items up for Vote

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Discussion

- Committee structure - what's working, what's not? Job descriptions
- [Strategic Plan](#). Jennifer looking to revisit this. Suggested a meeting before the Board meeting? Or possibly an extra meeting. Jen would like to ask Terry about the plans of other libraries. The need for all committees to meet and deal with particular problems so that time is not taken up at the Board meeting.
- Jed suggests providing token of appreciation for outgoing Friends president, Mary McNamara. If she is at the Tea or something can be done at the Friend's holiday . Holiday party was preferred. Jed will talk to Lisa Bai.
- Trustee insurance question - Erik going to inquire at Village

Adjournment motion to adjourn at

Motion to adjourn 8:40 pm

Announcements

- Next regular meeting is scheduled for October 16 (6:30 training, 7:30 meeting)
- Upcoming board meeting dates for 2024 are as follows: 11/20 & 12/18

Trustee Education

Resources:

- <https://midhudson.org/trusteebookclub/>
- <https://www.nysl.nysed.gov/libdev/trustees/webinars.htm>
- Terry Kirchner has suggested the following topics for a training session:
 - Understanding and using the public library minimum standards as a strategic toolkit
 - Roles and responsibilities between the library board, director, friends, and foundation
 - Using the 414 to create stable and sustainable funding for municipal libraries

2024 Trustee Handbook Book Club Schedule - Erik has updated schedules for the Trustees.