

The Community Library  
Board of Trustees Meeting  
April 11, 2024

**Call to Order:**

As a quorum was present, President Hotopp called the meeting to order at 1:00 p.m.  
Present: Pat Adams, Harriet Berard, Linda Carpenter (treasurer), Virginia Downs, Ken Hotopp, Becky Leggieri, Doreen Russo, Janet Sand, Julia Walter, Kim Zimmer. Excused: Fred Barnes, Nathan Davis.

**Communications:**

Ms. Walter volunteered to provide the trustees with a list of people who have been sent letters asking for their financial support of the Annex Renovation.

**Minutes:**

Ms. Walter moved to accept the amended minutes. This was seconded by Mrs. Sand and was unanimously approved.

**Director's Report:**

Ms. Zimmer reported that the library had received \$1200 from the Stewart Foundation to support sensory program items.

The boilers passed inspection.

MVLS Spring Symposium is scheduled for May 2 in St. Johnsville.

The Friends are now meeting monthly and are considering various options to support the Annex project.

**Treasurer's Report:**

Ms. Carpenter reviewed the expenses and income for March. Mrs. Downs made a motion to pay the bills and the motion was unanimously approved.

**Committee Reports:**

Finance:

Ms. Zimmer discussed the Joint Automation Agreement and mentioned she would include a letter addressing some concerns pertaining to the membership. Mrs. Sand made a motion, seconded by Ms. Russo and was unanimously approved to sign the agreement.

Ms. Carpenter explained that after discussion with Mrs. Lawyer, the library's accountant, an additional line for mileage should be added in the budget. Mrs. Berard made a motion, seconded by Ms. Walter and was unanimously approved to add the mileage line to the budget with \$1000 appropriated.

Ms. Zimmer explained the research she did regarding cyber insurance. Mrs. Downs made motion, seconded by Ms. Russo, and was unanimously approved to pay \$2405 for cyber insurance.

Building & Grounds:

A Vaysen representatives will be at the library April 16 to present some initial plans.

Personnel:

Ms. Walter moved to go into executive session to discuss an employee and salary. This was seconded by Mrs. Downs and unanimously approved. Ms. Walter made a motion, seconded by Mrs. Sand and was unanimously approved to return to the regular meeting.

Ms. Walter made a motion to increase the working hours to 16-25 hours per week to an existing employee. Ms. Russo seconded the motion, and it was unanimously approved.

The trustees initiated a conversation regarding future salaries and staff.

Board Development:

Mrs. Berard announced that Mr. Barnes, Ms. Adams, and Ms. Landis had turned in petitions for trustee positions.

Long Range Plan:

Ms. Russo introduced the new task:

*“Build relationships with appropriate local, county, or state social service agencies and other organizations, such as handouts, agency staff willing to partner with the library, programming opportunities, or training for library staff.”*

This motion was unanimously approved.

Policy:

Mrs. Sand introduced the committee’s Security Camera Policy. It was unanimously approved.

Mrs. Sand presented the committee’s Procedure for Providing Comment at Board Meetings. After discussion it was unanimously approved.

Mrs. Sand announced that the Friends Agreement had been signed by the library and by the Friends.

**Adjournment:**

Ms. Leggieri made a motion, seconded by Ms. Russo, and was unanimously approved to adjourn at 3:00 p.m.

Submitted by Virginia Downs