

The Board of Trustees of Red Hook Public Library

March 18, 2021

Present: Maryelisa Blundell, Josh Bardfield, Cecilia Cortina, Carl Dowden (Guest), Sally Dwyer-McNulty, Beth Goldberg, Dawn Jardine, and Don O'Shea

Maryelisa brought the meeting to order at 7:03 PM.

- I. Carl Dowden updated the Board on the RHPL's insurance policy. Utica Nat'l added a cyber-incident exclusion. No coverage for hacks or malware. We can stay with our policy and obtain a separate policy to cover cyber incidents. Carl will send us quotes for options going forward. Carl reviewed our insurance coverage, and Amy noted that our coverage was low considering what replacement costs would be. Carl talked about a commercial umbrella policy that would increase our liability insurance. Finally, regarding the mural, it would probably be under legal liability portion of the policy in "claims made."
- II. Secretary's Report-- Maryelisa made a motion to accept the minutes from February; Beth seconded; 6-0 approval.
- III. Treasurer's Report--Total Liabilities and Assets: \$907,739.40. Maryelisa made a motion to accept the Treasurer's Report; Don seconded; 6-0 approval.
- IV. Director's Report – A couple of addition, Stewart's donation and Crystal is sadly leaving for another position. Maryelisa made a motion to accept the Director's Report; Sally seconded; 6-0 approval.
- V. Committee Reports
 - a) Policy – The Board discussed Policy Committee documents. Dawn will look into the Essential Documents to see if we need to retain them "as is" or if we can simply support them and not include them. Don made a motion to accept the Patron Code of Conduct as amended; Sally seconded; 6-0 approval. Next meeting Tues, 13 April at 5 PM. The Policy Committee will also review the By-Laws by the end of the year.
 - b) Fundraising – Will meet next, Tuesday 23 March at 7:30 PM
- VI. Public Comment -- None
- VII. Action Items
 - a) Warrant – Maryelisa made a motion to approve the Warrant; Amy seconded; 6-0 approval.
 - b) Code of Conduct- Pls. see above
 - c) Essential Documents – Pls. see above
 - d) Annual Report to the Community – Dawn and the Staff wanted to communicate all the different things the Library does. Therefore, the emphasis is on the stories rather than the numbers. Vote on the Annual Report was tabled for further review.
 - e) Legislative letters – Beth noted that we need to update the letterhead and suggested placing "the ask" in the first paragraph. Amy suggested talking about what we are going to do with the money, E.g. a new roof or outdoor renovations or replenish our lending materials. Amy suggested bringing a new draft to the Tuesday Fundraising meeting. Maryelisa made a motion to send a letter to Sue Serino and Kevin Cahill after revisions; Amy seconded; 6-0 approval.
 - f) Flooring quote – Dawn presented a quote for sanding and recoating the floor with new stain and 4 coats of waterborne sealer. Maryelisa made a motion to use \$5000.00 from our Reserve account to sand and recoat the main and teen room; Don seconded; 6-0 approval.

Maryelisa made a motion to adjourn the meeting at 8:34-- seconded: 6-0 approval. Minutes respectfully submitted by Sally Dwyer-McNulty