

The Board of Trustees of Red Hook Public Library

June 17, 2021

Present: Josh Bardfield, Cecilia Cortina, Sally Dwyer-McNulty, Beth Goldberg, Amy Husten, Dawn Jardine, Don O'Shea

Don brought the meeting to order at 7:07 PM.

- I. Secretary's Report -- Josh made a motion to accept the Secretary's Report; Beth seconded; 6-0 approval.
- II. Treasurer's Report -- Total Liabilities and Assets: \$1,034,605.16. The Board discussed Treasurer's report. Sally made a motion to accept the Treasurer's Report; Beth seconded; 6-0 approval.
- III. Director's Report – Dawn reported that we are establishing a self-checkout spot. She also suggested using a pest monitoring program for a year. It will cost \$175.00 a quarter. We are sadly losing a few staff in August. Finally, we have a new Pool Pass which will accommodate up to 6 guests. Sally made a motion to accept the Director's Report; Beth seconded; 6-0 approval.
- IV. Committee Reports
 - a) Fundraising – Amy reported on the Fundraising activities. Sixteen people have signed up for the Scavenger Hunt. The Committee employed lots of PR including IMBY. Don suggested Robin Hook Radio, 88.1. Amy encouraged all Board members to go to the website and send out the promotion to their own contacts.
 - b) Policy – Don and Sally reported on the Policy revision procedure. Regarding the ADA Policy, Beth suggested changing the wording to: “We may request you provide a letter from your physician attesting to the necessity of your accommodation.” We omitted the section on releasing information. Don made a motion to accept the ADH policy with edits; Amy seconded; 6-0.
Regarding Disposition of Surplus Policy, Beth suggested adding: “Any unrestricted donated items may be disposed of by the Library according to this policy.” Don made a motion to accept the Disposition of Surplus Policy with edits; Josh seconded; 6-0 approval.

Regarding the Procurement, Payment, and Claims Audit Policy, Beth asked about a line in Claims Auditing: “Monthly accounting reports are provided to all Trustees for review.” After discussion, the Board decided to have, “In an emergency, the Secretary or Vice President may serve as a signatory.” Don made a motion to adopt Procurement, Payment, and Claims Audit Policy; Sally seconded; 6-0 approval.
 - c) Board Development -- Amy suggested that we discuss Onboarding new members, and that we have a meeting soon.
- V. Public Comment- NONE
- VI. Action Items
 - a) Warrant -- Josh made a motion to approve the Warrant; Amy seconded; 6-0 approval.
 - b) Revised Safety Protocol – Don made a motion to approve the Revised Safety Protocol with edits; Amy seconded; 6-0 approval.
 - c) 2022 DC ThinkDifferently contract – The County is moving to Direct Deposit so the grant reimbursement will appear in our account. We are asking for \$25,724 for the 2022 application.
 - d) 2021 DC P2P Contract -- Paths 2 Promise aims to fund programs that will help teens succeed in life by having them tell adults what's missing in their lives. Sally made a motion to give Dawn approval to sign the contract; Josh seconded; 6-0 approval.

VII. New Business

- a) Trustee Applicants – The Board recommended inviting Trish Dantzic to join a subcommittee. Sally will reach out.
- b) Board Organization – Don suggested for the remainder of the year, Board members, if they want, take turns leading the meeting. Beth will run July, Sally will run August, Amy – September, and Josh or Don – October.
- c) Committee Meetings—See above
- d) Trustee Education – Sign up for NYLA Newsletters
- e) Accounting and AUD – DaySeckler should do our review again. Beth suggested asking a Rotary member to help us neaten up our accounting records. Amy suggested reviewing our contract with DaySeckler.
- f) Jerry Kline Community Impact Prize – Dawn will try again for the prize.
- g) Since we are moving the July meeting, Don made a motion that Dawn pay the utilities and insurance bills; Josh seconded; 6-0 approval.
- h) The next Library meeting will be on Thursday, July 29th at 7 PM.

Adjourned at 9:10 PM.

Minutes respectfully submitted by Sally Dwyer-McNulty