

The Board of Trustees
Red Hook Public Library
December 16, 2021

Present: Josh Bardfield, Trish Dantzic, Sally Dwyer-McNulty, Beth Goldberg, Amy Husten, Dawn Jardine, and Don O'Shea

Don brought the remote meeting to order at 7:16 PM.

- I. Secretary's Report - Amy made a motion to accept the Secretary's Report; Beth seconded; 6-0 approval.
- II. Treasurer's Report- Josh noted the amazing "Gifts and Endowments" vs. Budgeted. Dawn and Amy have accomplished so much! Josh asked Dawn about Library charges, programming, and other items. Total Liabilities and Assets: \$1,056,042.49. Sally made a motion to accept the Treasurer's Report; Don seconded; 6-0 approval.
- III. Director's Report – Dawn discussed the mask mandate falling under our Code of Conduct, the First Amendment Auditors who came to the Pleasant Valley Library, and the representatives from the county Department of Community and Family Services. The county representatives observed Teen Takeover and were impressed at the age of the attendees and that the program was in line with the proposal. A county visitor asked about a possible student representative for the Board. The Board will discuss a student representative. Beth made a motion to accept the Director's report; Josh seconded; 6-0 approved.
- IV. Committee Reports
 - a) Fundraising Committee – Amy reported. The Appeal went out on 12/6. There's a standard Thank You letter and a hand-written note. Amy asked if the letter had been posted to Instagram and Facebook. Don and Trish noted *The Daily Catch* article will send an article about the Library for review. Amy discussed Virtual Trivia and mentioned that Sarah would reach out to Historic Red Hook to learn about their experience with Virtual Trivia. Don will reach out to Karen Sipperley to ask about questions for Trivia. Please see attached minutes.
 - b) Financial Committee -- The Committee met with a representative of a local bank. Don reported on the meeting.
- V. Public Comment - None
- VI. Action Items
 - a) Warrant – Sally made a motion to approve the Warrant; Beth seconded; 6-0 approval.
 - b) 259 – Based on our Budget Workshop discussion, Josh made a motion to exceed the tax cap by 8.78% (\$34,000); Sally seconded; 6-0 approval.
 - c) Budget – Please see below.
 - d) Board elections – Beth nominated Don for the President. Josh nominated Sally for Vice-President; Beth nominated Amy for Secretary; Amy nominated Josh and Beth to be Co-Treasurers; all nominations were approved with unanimous votes. We'll all start in January.
 - e) Sub-Committees – Policy: Trish and Sally; Fund Raising: Josh, Beth, Trish; Financial: Josh and Beth, and Board Development: Sally and Amy (Amy may switch out to Financial); Operations Review Committee to be discussed in January.
 - f) 2022 Board meetings – Don made a motion to move the meetings to 6:30 PM; Sally seconded; 6-0 approval.
- VII. Old Business
 - a) Annual Appeal – Please see above.

- b) AUD- Hopefully it will be done in a few weeks.
- c) Board Seat- We have one applicant and Board Development endorsed their application. Don made a motion to invite our Board applicant to join the Board; Trish seconded; 6-0 approval. Don will contact Sarah. Josh noted that we should have diversity goals for our Board. Amy explained that diversity was a factor in the Board Development's meetings. The Board agreed that going forward, racial diversity would be a priority in Board Development. Sally suggested that a contributing factor to our somewhat homogeneous Board may be our Library Charter which asks for a 5-year Board commitment. A 5-year commitment reduces turnover and may discourage applicants. Trish asked if there had been a campaign to attract Board applicants, and the Board discussed our procedure and flyer. The Board agreed that it should work on recruitment and its Board Development process. For instance, we should have an interview which offers potential applicants the opportunity to ask questions about the Board commitment. The Board Development Committee will meet in January to address its charge.

Don made a motion to go into Executive session at 8:26 PM; Sally seconded; the Board came out of Executive Session at 9:08 PM.

Josh made a motion to approve the proposed 2022 Budget; Trish seconded; 6-0 approval

Don and Beth discussed the benefits of switching banks, Don made a motion to move our assets from Key Bank to M & T Bank; Sally seconded; 6-0 approval.

Don made a motion to adjourn the meeting at 9:10 PM; Beth seconded; 6-0 approval.

Minutes respectfully submitted by Sally Dwyer-McNulty