

**The Board of Trustees
Red Hook Public Library
January 20, 2021**

DRAFT MINUTES

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

Don brought the remote meeting to order at 6:34 PM.

- I. Secretary's Report - Amy made a motion to accept the Secretary's Report; Trish seconded; 7-0 approval.
- II. Treasurer's Report- Beth, Josh and Dawn have been working on Financial Statements to better understand how the Balance Sheet and P and L items are reported Beth reviewed the major variances in the P & L and Budget v. Actual reports. Beth requested more information on the \$95K reported as Net Income. Dawn reported \$57K is allocated to restricted line items, the largest being \$45K for the Learn, Play Create grant. The Board agreed to move \$20K of the Net Income to the Reserve Account to help with building repairs. Most of those funds will be coming from the past year's Annual Appeal. Total Liabilities and Assets: \$1,041,375.64. Amy requested that we schedule time to talk with our accountant to better understand our cash v. accrual accounting procedures. Josh made a motion to accept the Treasurer's Report; Sally seconded; 7-0 approval.
- III. Director's Report – Dawn reported that the staff is getting better at scheduling programs that have the greatest impact on the community which may result in less programming but better attendance. Beth suggested one this year's goals would be to start collecting data on programs so we can make more informed decisions on which programs are worth producing. Dawn reported that statistics are being collected on programs. Beth will meet with Dawn to review the data that is currently being collected. Dawn also reported there is a problem with the split units but it should not be major problem to get fixed. In addition the basement closet wall is also scheduled to be repaired. Beth made a motion to accept the Director's report; Trish seconded; 7-0 approved.
- IV. Committee Reports
 - a) Fundraising Committee – Please see attached minutes. Sally made a motion to accept the Fundraising's report; Beth seconded; 7-0 approved.
 - b) Board Development Committee - Please see attached minutes. Beth made a motion to accept the Board Development report; Josh seconded; 7-0 approved.
 - c) Financial Committee - Please see attached minutes. Amy made a motion to accept the Financial report; Sally seconded; 7-0 approved.
 - d) Board Workshop Minutes - Please see attached minutes as amended. Don made a motion to accept the Workshop minutes; Trish seconded; 7-0 approved.
- V. Public Comment - None
- VI. Action Items
 - a) Warrant – Josh made a motion to approve the Warrant; Amy seconded; 7-0 approval.
- VII. New Business
 - a) Roof Project – Estimated projections are \$200k for roof repair and \$35 K for professional fees and related expenses.
 - b) Basement closet – Funding approved in advance to pay for stucco repair to be completed
1/21/2022

- c) 2022 Committee Assignments are as follows:
 - i. Policy: Chair Sally; Sarah and Don
 - ii. Fundraising: Chair Amy; Sarah, Beth, Trish;
 - iii. Financial: Chair Beth; Josh, Amy and Don
 - iv. Board Development: Sally Chair: Sarah, Trish and Don
 - v. Buildings and Grounds: Don Chair: Amy Josh and Sally (Note meeting with Kattar is scheduled for Wednesday 1/26 at 4:30 PM regarding the roof)
- d) Director's Evaluation – Discussion tabled until next month

VIII. Old Business

- a) Bank Transition is in progress
- b) AUD completed
- c) Children's Library Décor – expenses to be covered by Learn, Play Create grant

Amy noted there is a meeting scheduled with Rebekkah Smith Aldrich on 1/27 to discuss the Charter of the Library.

Don made a motion to adjourn the meeting at 8:05 PM; Trish seconded; 7-0 approval.

Minutes respectfully submitted by Amy Husten