

The Board of Trustees
Red Hook Public Library
March 17, 2022

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

Visitor: Frank Stoppenbach

Don brought the meeting to order at 6:32 PM.

- I. Secretary's Report - Beth made a motion to accept the Secretary's Report; Trish seconded; 7-0 approval.
 - II. Treasurer's Report-Total Assets are currently at \$977,434.06. Check from Town of Red Hook of approximately \$200,000 is expected very soon. Items to note are the following:
 - Grants and donations are over budget including unexpected funds of \$6500 from the Ascenzio Foundation for adult programming and \$4400 payment that came in this year for last year's Teen Takeover program.
 - Oil costs are over budget
 - Programming expenses are up but all are funded through restricted grants
 - Payroll budget line could be under this year by approx. \$8000 due to an unplanned 27th payroll. Normally there are only 26 payrolls but once every 11 years there will be an additional payment. We will consider changing to payrolls to be issued the 1st and 15th of the month to avoid the problem in the future.
- Trish made a motion to accept the Treasurer's Report; Sally seconded; 7-0 approval.
- III. Director's Report – Please see attached report. In addition Frank Stoppenbach informed the Board that there is a free office suite line of products called Libre Office. Dawn will look into before purchasing a new set of software licenses. Beth made a motion to accept the Director's Report; Josh seconded; 7-0 approval.
 - IV. Committee Reports
 - a) Fundraising Committee – Please see attached minutes. In addition, to promote the upcoming Library budget vote a banner will cost \$102 and lawn signs will cost \$12 or \$15 each depending on size. Beth will acknowledge Williams Hardware letter offering support of needed materials and supplies. Dawn will start drawing up a list.
 - b) Policy Committee – a meeting will be scheduled soon to determine which policies are due to be updated.
 - c) Building Committee – Bidding process to replace the roof went live as of 3/17/2022, closing date will be 4/22/2022 and walkthrough is scheduled for 3/30/2022. We will need to advertise that we are looking for bidders and will look into costs to advertise in the Daily Freeman, Poughkeepsie Journal and Times Union as well as approach the Daily Catch to write a story and information will be posted at Williams, Lowes and Home Depot.
 - V. Public Comment – Frank Stoppenbach, local gardener and health care advocate would like to see the Library display books and hold a forum on various issues relating to the pandemic. The Board thanked Mr. Stoppenbach for his suggestions and will take his suggestion under advisement.
 - VI. Action Items
 - a) Warrant – Beth made a motion to approve the Warrant; Sally seconded; 7-0 approval.

- b) Money Transfer – monies are ready to be transferred to M & T Bank. As discussed in a past meeting, the Library will set up an interest bearing account and a savings account. Dawn will move money from savings to checking on monthly basis to cover approximately \$40 -50,000 of operating expenses. As of this month, all electronic withdrawals and deposits will be moved to M & T. Key Bank accounts are still open as there are still outstanding checks.
- c) Bullit Aid – Dawn drafted a letter. Amy and Dawn will revise the letter that will be sent to Kevin Cahill and we will look into contacting Delgado’s office to see if he can help support the Library.
- d) Credit Card Resolution – Board agreed to set monthly limit up to \$10,000.
- e) Credit Card Policy - see at attached.

Motion to approve all action items made by Sally, Trish seconded, 7-0 approval.

VII. New Business

- a) Trustee Training – nothing to report.
- b) Volunteer lawyer OKed to look over construction documents

VIII. Old Business

- a) Construction Project contact with Dutchess county will be signed by Dawn on 3/18/2022
- b) Director Evaluation – all Board members submitted comments to Don who will meet with Dawn privately on 3/18/2022 for a formal review.

Don made a motion to adjourn the meeting at 8:35 PM; Trish seconded; 7-0 approval.

Minutes respectfully submitted by Amy Husten