

**The Board of Trustees**  
**Red Hook Public Library**  
**May 19, 2022**

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

Absent: Trish Dantzic

Don brought the meeting to order at 6:33 PM.

- I. Secretary's Report - Sally made a motion to accept the April Secretary's Report; Don seconded; 6-0 approval. Don made a motion to accept February's Secretary Report, Beth seconded, 5-0 approval, Amy abstained since she did not attend the meeting.
- Treasurer's report – see attached reports. Total Assets are currently at \$1,102,298.79 .
  - Items to Note include:
    - Interior maintenance over budget due to Children's Library improvements
    - Programming for youth and adults significantly over budget but all programs are covered by restricted funds and expenses lag in relation to when income is received.
    - Youth books are over budget but covered by grant funding
    - Oil and snow removal expenses are over budget but that is not an operational expense that can be controlled
    - There are still a few outstanding checks that Dawn will need to contact issuers so we can fully transfer accounts to M & T
    - Payroll still to be moved to M & T

Amy made a motion to accept the Treasurer's Report; Sally seconded; 6-0 approval.

- II. Director's Report – Please see attached report.

Don made a motion to accept the Director's Report; Sally seconded; 6-0 approval.

- III. Committee Reports

- a) Fundraising Committee – Did not meet this month, next meeting scheduled for May 26 at 6:30 PM. Note the Library 259 Budget passes with almost a 4 to 1 margin. Thank you to the community will be posted on social media and on Board in front of Library.

- IV. Public Comment –Don stated his appreciation for everyone's participation in the budget process and thanked everyone for all their hard work.

- V. Action Items

- a) Warrant – See attached. Josh made a motion to approve; Sally seconded; 6-0 approval.

- VI. New Business

- a) Thank you letter sent to the Board from Betsey Wacker for the Library's home delivery service.
- b) Juneteenth is now a new national holiday. Board approved (6-0) to add it to the list of Library holidays.
- c) Notary insurance – Dawn will look into whether M & T provides notary services. If not, Board will discuss paying for Renee's cost of an Errors and Omissions policy that will personally cover her services provided to the Library.

- d) Summer meetings – June 16 meeting date will need to be changed to either June 13, 14 or 23. Both Don and Amy will not be able to attend July’s meeting. Josh will send out a Doodle poll to find alternative dates that work best for the Board.

VII. Old Business

- a) Construction Project – Contracts have been signed with MCT. The contractor increased their Limits of Liability to \$5 million.  
Bank still needs formal approval from Board to approve Line of Credit. Josh made a motion to contract with Rhinebeck Bank for \$150,000 Line of Credit. Sally seconded. 6-0 approval.  
Samples materials will be sent to Library Building Committee members to select final roofing selections.  
Library will need to be closed for 1-2 days during construction project.  
County grant will likely cover the roofing and Khattar’s fees. Dawn to investigate further whether scope can be expanded to include window replacement in cupola and/or AC for 3<sup>rd</sup> floor if all funds have not been expended.
- b) Volunteer/Staff appreciation event is scheduled for June 7<sup>th</sup>. This year’s format will be in an house catered lunch. All staff and volunteers will be invited. Don, Sally and Dawn to arrange details.
- c) Teen Trustee proposal – 1 representative, must be 16 years of age, no voting privileges, no attending Executive Sessions. Discussion postponed until after a draft proposal is written and presented to the Board.
- d) Children’s Library update- progress continues. \$20k is still left to spend on furniture.

Don made a motion to adjourn the meeting at 8:02 PM; Sarah seconded; 6-0 approval.

Minutes respectfully submitted by Amy Husten