

The Board of Trustees  
Red Hook Public Library  
August 18, 2022

DRAFT MINUTES

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

Absent: Josh Bardfield

Don brought the meeting to order at 6:37 PM.

- Secretary's Report – See attached. Sally made a motion to accept the Director's Report, Sarah seconded; 6-0 approval.
- Treasurer's report – See attached reports. Total Assets are currently \$1,010,681.54, items to note include:
  - a) All accounts are now reconciled and up to date..
  - b) Total assets are down \$30-40k each month due to monthly drawdowns for operating expenses.
  - c) Renee will be asked if she would agree to be trained in using Quickbooks as a backup to Dawn.
  - d) The P & L looks more positive than normal due to the early timing of last month's Board meetings. As a result, next month's warrant will be higher as it will include more than a month's expenses.
  - e) Roofing is 95% paid for through the Line of Credit. We still owe Khattar \$9,000 and a balance of the \$7,000 to MCT, the roofing company.
  - f) Bottom line looks good

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

- Directors' Report – see attached report.. Items to note include:
  - a) Bank transition for Key Bank to M & T is now complete. Due to the new banking relationship, some internal financial policies may need revision..
  - b) Funding from the Ascienzo Foundation to pay for Digital Access is being reallocated to cover the cost of staffing the Teen Takeover program, purchase of sewing machines and expenses to cover more Senior trips. The reason for the reallocation is the long lead time the Village will need to complete the necessary infrastructure work in order for the Library to complete their part of the digital access project. Rather than hold unused funds for a lengthy period of time, the Ascienzo Foundation agreed the Library would use the funds now for more immediate needs.
  - c) The leak in the Teen room needs to be resolved. Khattar will be coming to assess the situation.
  - d) Dawn is in discussion with the Village to address the driveway safety issues. Possible solutions include painting the sidewalks, installing a stop sign, creating a no parking zone between the crosswalk and the driveway and adding more signage.

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

- Committee Reports:

- a) Board Development Committee is working on a Mission Statement, and will be scheduling a workshop for the entire Board to discuss term limits, creating a Friends group, and potential Board expansion.
- b) Finance Committee- see attached report.
- Public Comment – none
- Action Items
  - a) Warrant – See attached. Trish made a motion to approve; Amy seconded; 6-0 approval.
  - b) Facility Plan – Dawn updated the current plan to include current roofing work and future priorities. Sarah made a motion to accept the revised plan, Don seconded; 6-0 approval.
- New Business
  - a) HVAC – the Board agree to send a request to the County for approval to use the balance of the Infrastructure grant to pay for air conditioning for the second floor as long as the contractor can submit a bid under \$35,000. Amy made a motion to approve the request, Beth seconded, approved 6-0.
  - b) Amy to send out a poll to set a new Fundraising Committee date for September.
  - c) Beth informed the Board that she will not be renewing her Board term which ends this month. All Board members were very disappointed to receive this news.
  - d) An all Board workshop is scheduled for October 6 to discuss Board Development issues and financing for capital projects.

Sally made a motion to adjourn the meeting at 8:11 PM; Trish seconded; 6-0 approval.

Next meeting is scheduled for September 15 at 6:30 PM.

Minutes respectfully submitted by Amy Husten.