

The Board of Trustees
Red Hook Public Library
October 20, 2022

APPROVED MINUTES

Present: Dawn Jardine, Don O'Shea, Sarah DeVeer, Trish Dantzic, Josh Bardfield, Amy Husten

Absent : Sally Dwyer-McNulty

Visitor: Anna Greig

Don brought the meeting to order at 6:44 PM.

- Secretary's Report – See attached. Don made a motion to accept the Secretary's Report, Trish seconded; 5-0 approval.
- Treasurer's report – See attached reports. Total Assets are currently \$926,535.93. Items to note include:
 - a) 259 Funding is due in November; Dawn has sent a reminder notice Bruce Martin to please forward the funds. 414 funds are due to in March.
 - b) Postal rates are going up to \$.63 per letter as of Jan. 1, 2023.
 - c) Fuel oil rates will be based on NYS government pricing so the Library should benefit from a slightly lower rate.
 - d) Final payment for the roof, AC and Khattar's fees are still outstanding on the capital project. Dawn hopes reimbursement from the County will come by next week and will be used to pay back the line of credit.
 - e) Savings account now has a balance of \$181,260 of which approximately \$160,00 is unrestricted funds. Amy made a suggestion to consider moving a portion of the funds not needed for operations into the Reserve Account so that we can work towards accumulating enough funds to complete the exterior renovation of the building. Trish suggested we think of ways to invest the funds that that they generate some oncome. Discussion was tabled until the end of the year when we know more about the end of the year budget balances.
 - f) Bottom line looks good

Sarah made a motion to accept the Treasurer's Report; Trish seconded; 5-0 approval..

- Directors' Report – see attached report. Items to note include:
 - a) Dawn has given notice and will be leaving her position on Feb.28, 2023. She has been speaking with Civil Service regarding procedures required for posting and hiring a new Executive Director . She will report back to the Board when the process is clear.
 - b) Program attendance is down which might be due to the elimination of Hardscrabble programs. Additionally, programs are now capped which will has affected overall attendance but make for better quality programming.
 - c) E-books and digital materials circulation continues to grow but by a smaller percentage than in the past.
 - d) Dawn is in the process of hiring a new custodian.

Don made a motion to accept the Director's Report; Sarah seconded; 5-0 approval..

- Committee Reports:
 - a) Fundraising Committee – see attached report. Trish submitted a first draft of the Annual Appeal letter. All board members are to review the draft and give comments to Trish so that a final version can be approved at the November Board meeting.
- Public Comment – none
- Action Items
 - a) Warrant – See attached. Don made a motion to approve; Sarah seconded; 5-0 approval.
 - b) HVAC– Board agreed to hold off final payment to the HVAC contractor until the system has been tested and is confirmed to be fully functioning. Final payment due is \$17,498.00
 - c) Board approved applying for a Summer program grant that will be jointly administered and run by the RHPL and the RH Community Center. Don made a motion to approve; Josh seconded; 5-0 approval.
- New Business
 - a) The Board needs to form a Search Committee to find a new Executive Director. To date, Sarah, Amy and Don have volunteered to serve on the Committee. Sally will also be asked to join.
 - b) Trustee recruitment to replace Beth Goldberg. Anna Grieg was thanked for coming to the meeting and considering joining the Board. If she is interested, she was asked to submit an application.
 - c) A presentation of the AUD report will be given during the November Board meeting. Time to be confirmed but it will likely be given at 6 PM.
- Old Business
 - a) The roof project is completed although the final payment is still due to be paid.
 - b) The next budget meeting is scheduled for Nov.1 at 6 PM. Josh requested that everyone carefully review the materials before the meeting date.
 - c) Sexual Harassment Prevention training needs to be completed by all Board members.

Don made a motion to adjourn the meeting at 8:04 PM; Sarah seconded; 5-0 approval.

Next meeting is scheduled for November 17 at 6 or 6:30 PM. Time to be confirmed.

Minutes respectfully submitted by Amy Husten.