

**Rensselaerville Library Board of Trustees**  
**Minutes of the 20 September 2022 Monthly Meeting**

The September meeting of the Rensselaerville Library Board of Trustees convened at Conkling Hall and virtually at 7:44 p.m. Trustees and staff in attendance: Kostas Anagnopoulos, Judy Crilley, Jerry Finin, Donna Kropp, Annemarie Martinez, Robert Pondiscio, Hans Soderquist, Rachel Stults, Paul Ventura, Glenn Yelich, Director Heidi Carle, and Library Clerk Patrick Wynne. Trustee Joe Frisino was granted an excused absence.

**Opening**

The meeting was called to order by President Robert Pondiscio. He thanked the Board for their vote of confidence and noted that it is an honor to serve in this capacity. He also thanked outgoing Board members for their years of dedicated service.

President Pondiscio outlined activities that the Board is now engaged with to ensure a successful year ahead. The Board is currently working to appoint a new Director and Volunteer Coordinator. Arrangements to open a small branch library at the Town's Public Safety Building are well underway with strong support from the Town Board and the Albany County Sheriff's Office. Clarification of issues regarding the Library's property lines and the possible relocation of our air conditioning condenser and related equipment are in the process of being amicably resolved.

It is anticipated that the new Library Director will not be appointed prior to current Library Director Heidi Carle's retirement on November 3, 2022. Following discussion about the need for a smooth transition, a motion was made by President Pondiscio to appoint Mr. Patrick Wynne as Interim Acting Director beginning on November 3, 2022 and continuing until the new Library Director is appointed. This interim position will entail a commitment of 35 hours per week. The motion was seconded by Trustee Kropp and passed by a unanimous vote. In the meantime, the Board requested that Director Carle and Patrick Wynne share information and coordinate responsibilities to ensure there are no disruptions during the transition. Patrick is authorized by the Board to increase his hours up to 35 hours per week during the month of October to learn about his new responsibilities as incoming Interim Acting Director. Treasurer Martinez will make the required budget modifications.

**Organizational Matters**

It was noted that at this time the various library committees have membership vacancies, as well as vacancies for chairs of our fundraising activities. In anticipation of the Greenery Sale on December 3, the library has already ordered wreaths and trees. Outgoing Volunteer Coordinator Susan Cunningham kindly agreed to inform the yet to be named incoming chair of the Greenery

Sale about the tasks required to organize the event. All trustees were encouraged to submit the annual conflict of interest form at their earliest convenience. Members of the Board of Trustees were also encouraged to participate in the Anti Sexual Harassment training, as well as the seminar offered by the Upper Hudson Library System (UHLS) for library trustees. Trustee Ventura volunteered to assist with this year's annual appeal letter to the community. He suggested board members develop areas of specialization (e.g., ticket sales, entertainment, wreath decoration) for all of our fundraising events as a way of increasing expertise and reducing the workload of fundraising event chairs.

### **Minutes of August Meeting**

The minutes of the August 2022 board meeting were reviewed. Treasurer Martinez moved to accept the minutes without modification. Trustee Anagnopoulos seconded the motion which was passed by a unanimous vote.

### **Treasurer's Report**

Treasurer Martinez reported that the 2022 budget preparation is ongoing. There is currently a budget deficit of approximately \$37,500. It is anticipated that this deficit will be fully remedied when funds from the school districts, annual appeal, and fundraising events are received. All state and federal tax forms have been completed and submitted. The Upper Hudson Library System construction grant submission and donation of roofing materials by GNH Lumber are expected to yield positive results. Vice President Finin moved to accept the Finance Committee report. The motion was seconded by Trustee Kropp and passed unanimously.

### **Building and Grounds Committee**

Vice President Finin reported that numerous plans and projects related to the library's infrastructure are underway. Priority is being given to full replacement of our roof prior to the winter months. There is good progress being made with regard to the branch library sublease from the Albany County Sheriff's Office. Trustee Kropp moved to accept the Building and Grounds Committee report. The motion was seconded by Trustee Anagnopoulos and passed unanimously.

### **Development Committee: 2021 Annual Appeal Letter**

President Pondiscio reported on the progress that is being made to draft and distribute the library's annual appeal for financial support. The software that was used last year for addresses will be used for one more year. Trustee Kropp moved to accept the Development Committee report. The motion was seconded by Trustee Crilley and passed unanimously.

### **Director's Report**

Director Carle reported that the library received a subvention from the State of New York through the Upper Hudson Library System in the amount of \$1,291. Library visitor numbers are

on the rise, although they are not yet back to pre-pandemic levels. The circulation numbers are also rising significantly, and the library continues to work closely with the UHLS on many matters as well as interlibrary loans.

It was noted that the fall cleanup for our backyard is still needed. Purchase of a new refrigerator is also needed. Town Building Inspector Tim Lippert has contacted the Library to request that we arrange for an inspection of our building. It was reported that UHLS fees will increase this year. The Library will be participating in “The Great Give Back” on October 15 by collecting donated pet food for the Hilltowns Community Resources Center. Trustee Anagnopoulos moved to accept the Director’s Report. The motion was seconded by Trustee Crilley and passed unanimously.

### **Search Committee**

President Pondiscio appointed a search committee to hire a new library director. Those named to the committee are as follows: Robert Pondiscio, Joe Frisino, Rosie Kuhar, Paul Ventura, Kim Zimmer, Jerry Finin. It is anticipated that the job description will be posted by the end of September, with a review of the applicant pool in October. Interviews will be conducted in November. The goal is to hire the new library director no later than January 1, 2022.

### **New Business**

President Pondiscio reported that he met with Town Supervisor John Dolce regarding a possible increase in budgetary support. Supervisor Dolce conveyed his strong support for the library and is especially pleased with our efforts to open a branch library in the Public Safety Building. However, in light of many pressing needs, he was not optimistic about an increase in library budgetary support this year. He did, however, indicate his openness to receiving a similar request next year.

### **Banking Matters**

As a follow-up to the Annual Meeting, the Board turned its attention to updating the Bank of Greene County check signing signature cards.

In keeping with the requirements of the Bank of Greene County, the Board of Trustees affirms the following named persons are permitted to sign on all accounts held by the Rensselaerville Library at the Bank of Greene County:

- Board Treasurer: Annemarie Martinez
- Board Assistant Treasurer: Paul Ventura
- Board Member: Joe Frisino
- Board Member: Kostas Anagnopoulos
- Library Director: Heidemarie Carle

Vice President Finin moved to approve the above named individuals signers on all accounts held by the Rensselaerville Library at the Bank of Greene County. The motion was seconded by Trustee Kropp and passed unanimously.

**Miscellaneous Matters**

Library trustee representation at the upcoming Town Board meetings will be as follows:

October: Anne Marie Martinez

November: Glenn Yelich

December: Robert Pondiscio

**Adjournment**

A motion to adjourn was made by Trustee Kropp. It was seconded by Trustee Anagnopoulos and passed unanimously. The meeting adjourned at 9:15 pm.

Respectfully submitted,

Jerry Finin  
Acting Secretary