**LIBRARY BOARD MEETING MINUTES – February 11, 2020**

Present: Linda Styer, Tim Lippert, Jeanne Strausman, John Gordon, Joe Frisino, Paul Ventura, Hans Soderquist, Tom White, Heidi Carle-Director

Excused: Elaine Bouvier, Paul Kelly

Absent: Diana Frangos

The meeting was called to order at 7:02 pm.

**Secretary’s Report**

Joe made a motion to accept the minutes of the January 7, 2020 meeting, Jeanne seconded. Motion carried

**Treasurer’s Report**

We finished 2019 with total income of $148,034.00 ($1200 over budget) and expenses of $129,520.00 ($25,000 under budget). This resulted in a preliminary net surplus of $18,514.00. Reasons for this surplus include the payroll expense which did not occur due to Kim’s departure, plus the delay in construction expenses planned to occur in 2019, accounting and audit fees not yet paid and a lower than expected purchase into the collection for the year.

We discussed having the construction expenditures, along with the Accounting and Audit fees accrued as expenses in 2019. This will reduce the net Surplus for 2019 to $4,114.33 for the year. Efforts will be made to purchase materials to add to the collection.

John made a motion to accept the financial report including the detail of the checks written for the month. Jeanne seconded. Motion carried.

**Finance Committee**

The investment policy that Tom had sent out a few months ago was discussed.

John made a motion to accept the investment policy and finance committee report. Jeanne seconded. Motion carried. Joe will format the policy and include it with other library policies.

**Fundraising Committee**

The Ramble Trail run will be on Saturday 6/13/2020. This is one weekend earlier than in previous years because of staff schedules at the Huyck Preserve. Attaining a strong backing from local sponsors will be key in making this a success. Linda and Tim are co-chairs of this event.

The Cocktail Party will be held on Sunday May 24, 2020 and is chaired by John Gordon. Paul Kelly has graciously volunteered his musical talents to perform with others. Joe will handle cocktails, beverage, and liquor license. Licenses are unlimited for not-for-profits. Paul will send event summary to Heidi.

Tom made a motion to accept the fundraising committee report. Jeanne seconded. Motion approved.

**Building Committee**

Cornerstone had a few minor changes, moving the panel for an additional cost of $437.00. All electrical work is complete. Condensers will be installed in the spring.

Jeanne made a motion to accept the building committee report. Hans seconded. Motion approved.

**Development Committee**

We discussed the Little Green Light tracking system for contributors. Should we send out confirmation of all donations at the end of the year? Cumulative? Appeal letter should be a stand alone letter of receipt. Should we offer complimentary tickets to donors for events? This will need additional discussion.

Jeanne made a motion to accept the development committee report. Tom seconded. Motion approved.

**Middleburgh School District**

Linda suggested waiting until May 2021 to try to get on the ballot. With the activities surrounding the new director hire this fall, there wasn’t enough time to get materials ready. She has started a draft version of a letter to mail to all in district that should be sent out Jan 2021.

Tom made a motion to accept the MSD committee report. Paul seconded. Motion approved.

**Director’s Report**

The annual report is almost finished. Heidi will send completed report to Linda so she can e-mail it to all trustees for approval. It is due by 2/26/20.

Library is a “Net Lending”, Library. We loan more to the system than we borrow. Making our collection more “Desirable”, to the system!

Windows 10 is on laptops, to accommodate Census requirements.

Advocacy day is in Albany 2/25/2020. Looking for people to talk to local representatives to advocate for libraries

Heidi is in the process of hiring an adult page.

John made a motion to accept the director’s report. Jeanne seconded. Motion approved.

**Old Business**

A Friends of the Library group was discussed, Susan Cunningham will be contacted to co-ordinate.

**New Business**

We need to start preparing the 2020-2025 Long Range Plan for the library. Linda will contact Tim Burke for help with the process.

Spring clean-up days were discussed. Linda and Joe will send emails to organize.

We discussed the need to Heidi to have a corporate credit care for the library. Tom made a resolution to allow Heidi to obtain a credit card for the library, with a $1,000.00 limit. Linda seconded. Motion approved.

**Adjourn**

Tom made a motion to adjourn. Jeanne seconded. Motion carried. Adjourned at 9:10pm

Respectfully submitted,

Tim Lippert

In Paul Kelly’s absence