

## **Rensselaerville Library Board Meeting Minutes: October 18, 2022.**

Present: Robert Pondiscio (President) , Annemarie Martinez (Treasurer), Joe Frisino (Secretary), Gus Anagnopoulos, Judy Crilley, Glenn Yelich, Rachel Stults, Heidi Carle (Library Director), Patrick Wynne (Interim Director)

Excused: Donna Kropp, Paul Ventura, Jerry Finin (Vice-President)

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The meeting was held in person and online. The meeting called to order at 7:02 pm.

No public participation.

### **President's Report**

Robert asked that all board members review the Board Committee List and sign up for one or more committees. We need committee chairs for all committees as well.

Please everyone sign the Conflict of Interest form.

Annemarie gave an update on the new Director search. We are on second interviews. The search committee expects they will have two candidates for the board to meet in mid-November

### **Secretary's Report**

Gus made a motion to accept the September 2022 board meeting minutes. Glenn seconded. Motion carried.

### **Treasurer's Report**

Annemarie went over the September financials. Insurance is a big expense so Annemarie suggests we review our coverage to see if we can reduce costs. The monthly deficit for September is \$11,200 The annual deficit currently is \$48,700. We currently have \$80,000 in our money market account and anticipate receiving both the Greenville CSD and Middleburgh CSD checks in November. Between the school tax checks and anticipated Annual Appeal revenue we should break even for the end of the year.

Gus made a motion to approve the Treasurer's report. Joe seconded. Motion carried.

### **Finance Committee**

A thank you letter will be sent to G&H Lumber for the material they donated for the roof, which covered 25% of the total cost.

We are exploring the possibility of moving and soundproofing the HVAC compressor unit. This may be part of an agreement with our neighbors where we settle the ongoing property line dispute.

The finance committee recommends that we install the proposed fire detection system--the money for which was requested in the 2022 Construction Grant--prior to receiving the construction grant money. The board voted to spend the money to install the system now.

2023 Budget: The finance committee is recommending a 2023 budget of \$150,548. Please review the proposed budget that was sent to Board members prior to this meeting. Among other things, the proposed budget reduces salaries and money for the library collections. The committee would like the board to approve the 2023 budget at the November meeting. The committee also suggests that it be considered an Interim budget until the new director is hired as he or she may have ideas that we'll want to accommodate.

The board voted to raise the rent on the apartment from \$600/month to \$700 beginning February 1, 2023. A letter will be given to the current renter giving 90 days notice of the increase.

Gus made a motion to approve the Finance Committee report. Robert seconded. Motion carried.

### Fundraising Committee

The Greenery Sale will take place on Dec. 3rd. Trees have been ordered. Wreaths have been ordered and will be assembled the weekend prior. Still to be determined is whether we will invite local vendors to set up tables inside the Library as we had done pre-COVID. Vendors would pay us a fee to set up and sell their wares.

Gus wants to convene a meeting of Rensselaerville nonprofits to coordinate events and discuss topics of mutual interest. Dec 6th at 7pm at Conkling Hall was proposed.

Annemarie made a motion to approve the Fundraising Committee report. Gus seconded. Motion carried.

### Building and Grounds Committee

The new roof has been installed. Jerry will meet with a gutter contractor to get an estimate for installing the drainage component of the grant project.

### Development Committee

No report this month.

### Director's Report

Heidi referred the Board to her final Director's Report submitted in writing. Heidi thanked the Board for its support. Patrick spoke about his serving as Interim Director until a new library director is hired and takes over. He is working closely with Heidi on in-depth training regarding the duties and responsibilities of the Library Director and learning operational policies and procedures. He is having ongoing conversations with Katie regarding managing the collection and had an in-depth discussion about the status of Library policies with Joe and Susan.

Annemarie made a motion to accept the Director's Report. Glenn seconded. Motion carried.

### New Business

UHLAN Agreement: The fees have gone up slightly due to increases in the cost of the inter-library courier service. Heidi strongly recommends we sign the agreement and continue as part of the UHLAN system. Glenn made a motion to authorize Robert to sign the three-year agreement with the UHLAN system.

Two policies, Environmental Stewardship and Meeting Room Use, were proposed for board review and approval. After a short discussion, it was agreed that Joe and Patrick will do another review of the Environment Stewardship Policy before bringing it back to the full board.

Robert made motion to approve the Meeting Room Use Policy. Glenn seconded. Motion carried.

### Adjourn

Gus made a motion to adjourn. Hans seconded. Motion carried. The meeting adjourned at 8:37 PM.

The next meeting of the Rensselaerville Library Board of Trustees will be on Tuesday, November 15, 2022.

Respectfully submitted,

Joe Frisino