

Rensselaerville Library Board Meeting Minutes: October 19, 2021

Present: Robert Pondiscio (President), Hans Soderquist (Vice-President), Annemarie Martinez (Treasurer), Joe Frisino (Secretary), Tracy Bensen, Jerry Finin, Kostas Anagnopoulos, Judy Crilley, Donna Kropp, Paul Ventura, Heidi Carle (Library Director)

Excused: Ken Rypkema

Absent: None

Other: Susan Britton, Sue Cunningham

Due to the Covid-19 pandemic this meeting was held both online and in person. The meeting was called to order at 7:00 pm.

President's Report

We need Trustees to sign up for the Greenery Sale. We also need Trustees to sign up for Committees and 2022 events, particularly various chairs and co-chairs.

Annual Sexual Harassment Training and our annual Conflict of Interest forms must be completed before December 31. All Trustees have a folder behind the circulation desk. Please look there for forms.

Secretary's Report

Donna made a motion to accept the April Board minutes with one change. Tracy seconded. Motion carried.

Treasurer's Report

1. 2020 Tax Forms: They are ready to be submitted following Board review. Please review and return comments by next Wednesday, October 27th.
2. Annemarie went over the September financials. We are running a large deficit, but this is expected given that the bulk of our income arrives during the last quarter of the year. Overall, we are in good financial shape as we expect to end the year with a surplus.
3. 2022 Budget: Initial budget assumptions were agreed upon at the August Board meeting. Some minor adjustments were made. Annemarie would like the Board to approve rolling any surplus over to 2022 as a contingency fund to cover unexpected expenses. A Board resolution is required. Joe will propose resolution language for the next meeting.

Donna made a motion to approve the 2022 library budget as presented. Jerry seconded. Motion carried.

Hans made a motion to accept the Treasurer's report. Joe seconded. Motion carried.

Finance Committee

The independent review of 2020 finances has been completed. While we are not required to do a review, we do it because it is best practice for a non-profit. The accountant concluded there were no material modifications needed. We are proposing to do these reviews every other year. Joe suggested we write this into our Financial Policy.

Tracy made a motion to accept the Treasurer's report. Judy seconded. Motion carried.

Fundraising Committee

Tracy reiterated the need for Trustees to sign up to help with the Greenery Sale. A discussion ensued about the economics of the Greenery Sale and some background was provided.

Regarding holding an auction, we may be too late to start getting donations and pulling this together. Also, people from whom we would seek donations may be tapped out due to the recent Conkling Hall auction.

Donna made a motion to accept the Fundraising Committee report. Annemarie seconded. Motion carried.

Building Committee

Hans would like to have some meetings of the building committee to occur during the day. Regarding the tenant, we have not yet informed him of the rent increase. We will give him a three-month lease and inform him of the increase in January.

Joe made a motion to accept the Building Committee report. Tracy seconded. Motion carried.

Development Committee

Robert drafted the appeal letter. He will send to the Board for their review. The letter needs to go out in early November.

Donna made a motion to accept the Development Committee report. Annemarie seconded. Motion carried.

Strategic Planning Committee

Jerry updated the board. The draft plan is almost ready for Board review.

Tracy made a motion to accept the Strategic Planning Committee report. Annemarie seconded. Motion carried.

Director's Report

The Library is open including the public restrooms, although Heidi is concerned that there are 30 cases in the 12147 zip code. The Writing Group has reconvened. Heidi will ramp up our social media presence in advance of the holiday season. Heidi will attend the NY Library Association conference in Syracuse in November. We are still searching for a Youth Services Coordinator at eight hours/week.

Judy made a motion to accept the Director's Report. Gus seconded. Motion carried.

Old Business

None.

New Business

Annemarie attended the Town Board meeting. She thinks the Board is very appreciative of the effort we make to attend. She informed the Town Board that the Library may need a new roof. A woman who writes grants for the town has offered to help us get Historic Preservation funding.

Adjourn

Tracy made a motion to adjourn. Donna seconded. Motion carried. The meeting adjourned at 8:54 PM. The next meeting of the Rensselaerville Library Board of Trustees will be on Tuesday, November 16, 2021, at 7:00 PM.

Respectfully submitted,

Joe Frisino