

Rensselaerville Library Board Meeting Minutes: November 15, 2022.

Present: Jerry Finin (Vice-President), Annemarie Martinez (Treasurer), Joe Frisino (Secretary), Judy Crilley, Glen Yelich, Rachel Stults, Donna Kropp, Paul Ventura, Patrick Wynne (Interim Director)

Excused: Robert Pondiscio (President), Gus Anagnopoulos

Absent: Glen Yelich, Paul Ventura

The meeting was held in person and online. The meeting called to order by Vice-President Jerry Finin at 7:06 pm.

No public participation.

President's Report

There will be an executive session immediately follow tonight's meeting to address a personnel matter.

Secretary's Report

Annemarie made a motion to accept the October 2022 board meeting minutes. Donna seconded. Motion carried.

Treasurer's Report

Annemarie went over the October 2022 financials. The monthly deficit for October is \$8,900 The annual deficit currently is \$57,600. We expect to end the year with a small surplus.

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

Finance Committee

Last month we reviewed the proposed 2023 budget. This is an interim budget pending review by the new library director.

Judy made a motion to approve the Interim 2023 Budget. Rachel seconded. Motion carried.

An insurance review is underway. Annemarie found a couple of errors in the policy. Our current broker is recalculating our premium. Other brokers have been identified and we may retain a new insurance broker. One relevant question is whether there is a firewall between the library and adjoined buildings. The answer currently is unknown. We will investigate as the presence of a firewall may lower our insurance premium.

Donna made a motion to approve the Finance Committee report. Joe seconded. Motion carried.

Fundraising Committee

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

Building and Grounds Committee

The storm windows behind the circulation desk are on. Patrick came by the Library last Sunday and found the side door open. We will look into securing that door. Holes in the emergency exit doors have been sealed. Other winterization tasks have been accomplished.

Annemarie made a motion to authorize the Interim Director and Treasurer to purchase and arrange for the installation of a new fire protection system in an amount not to exceed \$3000. Judy seconded. Motion carried. Note that the Construction Grant will cover 75% of the total cost.

A consultant came by to discuss how to reduce the amount of noise from the air conditioner unit. No clear solution was offered. The opinion of a second consultant will be sought.

Annemarie made a motion to accept the building and grounds committee report. Donna seconded. Motion carried.

Development Committee

The annual appeal effort will begin next week. Robert has drafted the letter. Envelopes and donation cards will be ordered. All Board members are expected to help get the appeal letter out. One open question is should we push the idea of monthly ongoing donations. We agreed this should be promoted. It is too late to add this to the donation card. We will ask Robert to add a section in the appeal letter.

Joe made a motion to accept the development committee report. Judy seconded. Motion carried.

Interim Director's Report

The transition went very well. Both Heidi and Katie said they will be available to assist as needed. There will an open house at the Library on December 21st. Front desk coverage will be an issue over the next few months. Patrick may seek to hire additional help.

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

Old Business

Jerry asked if we ought to refer to the public safety building site in Medusa as a "branch" rather than an "annex". It was agreed that we would do so. John Kosich reviewed the sublease for out use of the building and recommended we sign it. The Sheriff's office has agreed to shoulder the cost of utilities

Annemarie made a motion to authorize the Board President to enter into a sublease agreement with the Albany County Sheriff's Office for purposes of securing space in the Public Safety Building to offer library services, including programming and other community activities, to expand our services beyond the hamlet of Rensselaerville. Donna seconded. Motion carried.

Jerry and Annemarie met with town supervisor John Dolce to discuss using pandemic funds that the Town received during the pandemic for help set up the new branch. Supervisor Dolce was very open to using pandemic funds for this purpose.

New Business

Annemarie made a motion to recognize and convey our deep appreciation to former Rensselaerville Library Director Kimberly Zimmer for her service on the Director Hiring Committee as well as her generosity in agreeing to mentor the new Library Director once that person has been hired. Joe seconded. Motion carried.

Adjourn

Annemarie made a motion to adjourn. Donna seconded. Motion carried. The meeting adjourned at 8:16 PM.

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

Respectfully submitted,

Joe Frisino