

## **Rensselaerville Library Board Meeting Minutes: February 16, 2021**

Present: Joe Frisino (Secretary), Linda Styer (President), Tim Lippert (Vice-President), Annemarie Martinez (Treasurer), Tracy Bensen, Jerry Finin, Paul Ventura, Jeanne Strausman, Robert Pondiscio, Heidi Carle

Excused:

Absent: Diane Frangos

Other:

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Due to the Covid-19 pandemic this meeting was held online. The meeting was called to order at 7:00 pm. No public participation.

### **Secretary's Report**

Tim made a motion to accept the January Board minutes. Jeanne seconded. Motion carried.

### **Treasurer's Report**

Annemarie went over the January financials.

Linda made a motion to accept the Treasurer's report. Tim seconded. Motion carried.

### **Finance Committee**

Annemarie reported on a conversation with John Bryans, Bryans & Gramuglia. Although the Library signed a letter of engagement with B&G to complete a financial review for FY2018, it was not done nor has a financial review been completed FY2019. The question was posed: Can we skip doing those and begin again with 2020?

Annemarie has had discussions with UHLS and B&G and they advise that we are not required to perform an annual audit or review of finances, though it is best practice to do so. There is \$2,000 in the current budget, enough to complete one financial review.

Linda made a motion to go forward with the 2020 financial review, not conduct the 2018 and 2019 reviews, and have the auditor prepare our 2020 IRS Form 990. Jeanne seconded. Motion carried.

We are also looking at purchasing QuickBooks 2021 for our internal server. Cost is \$60. Board approves the purchase by a show of hands.

Joe made a motion to accept the Finance Committee report. Jeanne seconded. Motion carried.

### **Fundraising Committee**

A meeting of the Centennial Celebration committee was held February 1 and the slogan "100 Years of Stories" was adopted. This slogan will be used as an umbrella branding for all programming and events in 2021. Linda designed and is having a banner fabricated for the front of the Library. Next meeting will be Feb. 22 at 6:30. All fundraising event chairs should attend. Linda contacted the Huyck Preserve about the Ramble and they agreed that due to pandemic concerns it should be cancelled for 2021. This decision will allow us to move forward with the Century Challenge virtual fundraiser.

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

### **Building Committee**

Linda received clarification from Jon Kosich about the issue of "ownership" pertaining to the Hold Harmless agreement with neighbors wanting access to their backyard through our backyard. We cannot enter into the agreement until the property has been closed on. Heidi will inform the Matloff's of the Board's decision to approve the agreement pending closure.

Jeanne made a motion to accept the Building Committee report. Jerry seconded. Motion carried.

### **Development Committee**

The Development Committee did not meet this month.

### **Strategic Planning Committee**

The next step is for the Strategic Planning Committee to meet and review the SWOT and survey results. The committee will work with Dr. Gordon Enk, a member of the community who volunteered to help define goals and objectives.

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

### **Middleburgh School District Ad Hoc Committee**

Linda updated the board. Documents were submitted to the MSD to get the Library on the school budget ballot. We will be put in contact with the District's own voter guide.

Tim made a motion to accept the MSD Committee report. Tracy seconded. Motion carried.

### **Director's Report**

No change in service restrictions. Ice is building on the wires connecting to the Library. We need to look at possible solutions. Also, we need a plan for clearing snow from the back deck, stairs and fire escape. Please sign the petition to designate library workers as essential workers and therefore eligible to get the vaccine. Heidi is preparing the large NYSED annual report; submission to UHLS is due February 26. Board members will need to approve the Report at the March 16 Board meeting before it is submitted to the State on April 1. The Adult Programming group met and will propose activities.

Linda made a motion to withdraw approximately \$700 from the contingency fund for the purchase of AV/teleconferencing equipment. The contingency fund will be replenished pending grant funding approval by the Bank of Greene County. Annemarie seconded. Motion carried.

Linda made a motion to accept the Director's Report. Jeanne seconded. Motion carried.

### **New Business**

Town Board has been asked by Albany County DOT to discuss options for improving emergency snow removal in the hamlet which at present is impeded by parked cars. In the future, the Town may pass a law requiring people to move their cars off Main Street in the hamlet following a snowstorm.

Tim discussed parking in the hamlet since a local businessperson was denied a permit by the Town Board over lack of parking in the hamlet. A request has been made for the Library to participate in a meeting to discuss possible solutions. The Board agreed that we should do so.

### **Adjourn**

Joe made a motion to adjourn. Jeanne seconded. Motion carried. The meeting adjourned at 8:50 PM.

The next meeting of the Rensselaerville Library Board of Trustees will be on Tuesday, March 16, 2021.

Respectfully submitted,

Joe Frisino