**Rensselaerville Library Board Meeting Minutes: September 15, 2020**

Present:    Linda Styer, Joe Frisino, Tim Lippert, Diane Frangos, Paul Ventura, Hans Soderquist, Jeanne Strausman, Ella Prince, Jerry Finin, Tracy Bensen, Annemarie Martinez. Director: Heidemarie Carle

Excused:  None.

Absent:  None.

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Due to the Covid-19 pandemic this meeting was held in the main hall of Conkling Hall and online.

The meeting was called to order at 8:19pm.

**President's Report**

Linda S. presented the President's annual report.  The Library has a busy three months ahead: the annual appeal, the greenery sale, 2021 budget development, a new strategic plan, the Library Director's annual performance review, and more.

A committee and events sign-up sheet passed around to Board members.  Also, Board members must sign the annual conflict-of-interest statement.  Please complete and give to Joe.

**Secretary's Report**

Linda had two minor changes to the August meeting minutes.  Hans S. made a motion to accept the August Board minutes. Jeanne S. seconded.  Motion carried.

**Treasurer's Report**

Hans S. provided an overview of the Board's basic responsibilities regarding financial reports to new Board members.  Ella P. made a motion to accept the September Treasurer's report including the details of the checks written.  Joe seconded.  Motion carried.

**Finance Committee**

The Finance Committee met last week.  An issue related to properly tracking the costs of COVID-related supplies was discussed and resolved.  The Greenville School District funds are due to arrive at the library in November. Current building projects’ grant funding from NYS should come in October.  Signature cards need updating with new check signers. Tim L. made a motion to accept the September Finance Committee report.  Jerry F. seconded.  Motion carried.

**Fundraising Committee**

Planning for the online auction is ongoing. Board members are strongly encouraged to donate items for the auction.  Next Fundraising Committee meeting to discuss this and Greenery Sale orders is September 24 at 6pm. Tim L. made a motion to accept the September Fundraising Committee report.  Hans S. seconded.  Motion carried.

**Building Committee**

The water damage in the basement has been repaired.  Laptop counter on the upper floor of the Main Library has been completed.  HVAC has been installed.  Hans S. made a motion to accept the September Building Committee report.  Ella P.  seconded.  Motion carried.

**Development Committee**

Annual appeal letter is circulating in draft.  We need to get his done asap.  Jeanne S. made a motion to accept the September Development Committee report. Hans S. seconded.  Motion carried.

**Director's Report**

Library in Level 4, Step 2 of its reopening plan.  The Library is slowly opening to the public.  Current patron maximum is eight.  Apartment rent raised to $550/month. Overall attendance is up as is circulation.

A motion was made to approve an additional $805.00 in matching funds for the FY2021 DLD Construction grant which was approved at 69% by UHLS rather than the anticipated 75% grant.  Hans S. made the motion.  Jerry F. seconded.  Motion carried.

Joe F. made a motion to accept the September Director's report.  Jeanne S.  seconded.  Motion carried.

**Old Business**

None.

**Strategic Plan**

The Strategic Planning Committee will meet in October at a date to be determined.  The goal is to have the new strategic plan in place by December 31st.

**New Business**

1. State-mandated anti-sexual harassment training is required for Library staff and Board members.  Board members will need to provide evidence that the training was taken.  Training must be completed by 12/31/20.  Linda will send an email with training options.

2. We need volunteers to give the library's monthly report to the Rensselaerville Town Board meetings.  The following people signed up to present the library report for the meetings through Dec 2020

Oct 8 – Linda S., Tracy B

Nov 12 – Hans S, Annemarie M

Dec 10 – Paul V., Jerry F.

**Adjourn**

Linda S. made a motion to adjourn.  Tim L. seconded.  Motion carried.  Meeting adjourned at 9:35pm.

The next Board meeting will take place on Tuesday, October 20th.